

Undergraduate Catalog of Courses

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SECTION I

Saint Mary's College of California

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THE CAMPUS

The Saint Mary's College campus is located in the rolling hills of the Moraga Valley. The 420-acre campus offers spaciousness and beauty with proximity to the cultural centers of the San Francisco Bay Area.

INFORMATION

Persons seeking information about Saint Mary's College programs, services and activities may be directed to the appropriate office by calling the campus operator (925) 631-4000.

DIRECTIONS TO CAMPUS

From San Francisco Bay Bridge or San Rafael/Richmond Bridge:

Take Highway 580 toward Hayward and then Highway 24 toward Walnut Creek. Once through the Caldecott Tunnel, take the second exit which will be marked Orinda/Moraga. Turn right and follow Moraga Way about five miles. Turn left onto Moraga Road, then right onto Saint Mary's Road. The College is about one mile farther on the right.

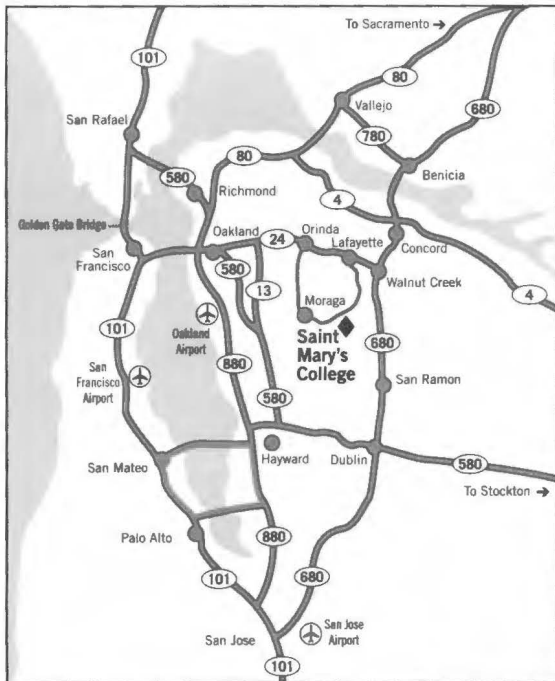
From Walnut Creek/Highway 680:

Take Highway 24 west (Oakland direction) to the Central Lafayette exit. Go right under freeway, right onto Mt. Diablo Blvd. one block, left onto Moraga Road 1/3 mile, and left onto Saint Mary's Road about four miles; the College will be on the left.

From BART (Bay Area Rapid Transit):

Take the S.F./Colma-Pittsburg/Bay Point train to either the Orinda or the Lafayette station. From there, take the County Connection bus (Route 106) to Saint Mary's College. County Connection buses operate to and from the College from approximately 6:00 a.m. until 6:00 p.m., Monday through Saturday. For exact times of bus schedules or more information, phone County Connection at (925) 676-7500.

General Campus Phone Number: (925) 631-4000



ACADEMIC CALENDAR

FALL TERM 2007

August 26 SUNDAY	Residence Halls open for returning students
August 27 MONDAY	CLASSES BEGIN
September 3 MONDAY	Labor Day Holiday
October 12	Mid-term Holiday
November 22-25	Thanksgiving Recess
December 3-6	Final Exams
December 7-January 6	Christmas and New Year's Recess

JANUARY AND SPRING TERMS 2008

January 7 MONDAY	January Term classes begin
January 14	Martin Luther King Jr. Holiday
February 1	Last day of January Term
February 2-10	Spring Recess
February 11 MONDAY	Spring Term CLASSES BEGIN
March 15-24	Easter Recess
May 19-22	Final Exams
May 24 SATURDAY	Commencement

md harris
David@4HVAC.com 415 466 0567
336 0588

209 477 0909
Mar 13 - Apr 2
878 1413 - Sense
800 727 3995
6383
UKH 5173
510 436 5900
David Aircraft

THE COLLEGE



SAINT MARY'S COLLEGE OF CALIFORNIA

Saint Mary's College of California is one of the oldest and most distinguished colleges in the West. As a comprehensive college, the institution offers undergraduate and graduate programs integrating liberal and professional education.

The College's reputation for excellence, innovation and responsiveness in education comes from its heritage as a Catholic, Lasallian, liberal arts institution. This heritage creates a unique, personalized, student-centered learning environment.

The Catholic tradition fosters a Christian understanding of the whole person and defends the goodness, dignity and freedom of each individual in a community that values diversity of perspective, background, and culture.

The Lasallian tradition, rooted in the Christian Brothers' commitment to teaching and learning, supports education that is truly transformative, not only for the individual, but also for that person as a member of society at large.

The liberal arts tradition ensures that students develop habits of critical thinking, an understanding of and respect for different ways of knowing and a desire for lifelong learning.

An outstanding, committed faculty that values learning and student interaction brings these traditions to life. Small classes, lively dialogue and deep relationships are part of the everyday scene at Saint Mary's, making it above all a community.

Saint Mary's College of California is a place of great beauty, located in the Moraga foothills just 20 miles east of San Francisco. Its rich resources include technologically advanced academic facilities such as a state-of-the-art science center. The College's NCAA Division I athletic programs invite active participation from student athletes and faithful fans. In the common pursuit of education and the enrichment of lifelong learning, the College enjoys the collaboration of faculty, students, staff, alumni, and the community.

HISTORY

Saint Mary's College is in its second century of education in the liberal arts, sciences, business administration and economics. It was dedicated in San Francisco by the Archbishop of San Francisco, the Most Reverend Joseph S. Alemany, OP, in 1863. After operating four years under archdiocesan direction, Alemany appealed to Pope Pius IX in 1867 for assistance in persuading the Superior General of the Christian Brothers to send Brothers to assume direction of the College. Led by Brother Justin McMahon, FSC, the first Christian Brother Provincial of the District of San Francisco, nine Brothers arrived in San Francisco in 1868. The Brothers were greeted by a modest student body of about 50 students, but this increased four-fold within two years. To the classical and scientific curricula they added a commercial curriculum on their arrival in 1868. Incorporated by the state of California on May 20, 1872, Saint Mary's College conferred its first Bachelor of Arts degree, its first Bachelor of Science degree, and its first commercial diploma in 1872. The following year the first Master of Arts degree was conferred. Since that time the Brothers have directed the College and have exercised an indispensable role in its administration, instruction and funding. The Brothers continue to be ably assisted in their mission by distinguished clerical and lay colleagues who fill many significant administrative and faculty appointments.

Now, some 7,000 Christian Brothers (officially The Institute of the Brothers of the Christian Schools or *Fratres Scholarum Christianorum*, FSC), work with approximately 76,000 colleagues in 81 countries, serving 900,000 students. In the United States, the Brothers operate seven colleges and universities and some 101 educational institutions located in 23 states and the District of Columbia, attended by about 70,000 students.

The Christian Brothers were founded by Saint John Baptist de La Salle in 1680 at Rheims, France, during the opulent reign of Louis XIV, in answer to the serious need for "the Christian education of the sons of poor and working-class families." These children had nowhere to turn for knowledge, a trade or a Christian upbringing, and De La Salle was convinced that the Christian schools were the solution. As his efforts proved successful, together with his Christian Brothers he founded the first schools for the training of teachers in Europe. The Brothers of the 18th century pioneered new schools for the education of the working and middle classes in pre-Revolutionary France, and during the 19th century they spread their system of schools and colleges to five continents.

Having chosen a particular way of life as a means of witness to the Gospel message, the Brothers make a corporate determination to proclaim Jesus Christ, firmly convinced that "it is the Word of God that reveals the ultimate meaning and the infinite value of human existence in the same way that the mystery of man is truly understood only in terms of the mystery of the Word made flesh." (*The Brothers of the Christian Schools in the World Today, A Declaration*, p. 52.)

In addition to determining the character and academic growth of the College for more than 100 years, the Brothers at Saint Mary's are present in the residence halls where, as counselors, they keep their tradition of responding to the educational and spiritual needs of young adults. Saint Mary's College of California continues the Lasallian tradition of innovation and a flexible responsiveness to the spirit and demands of contemporary society while remaining faithful to its religious and academic heritage.

The College

CHRONOLOGICAL HISTORY

- 1863** Saint Mary's College on Mission Road in San Francisco dedicated on July 9 by Archbishop Joseph Sadoc Alemany.
- 1868** Arrival of the Christian Brothers, August 11; commercial curriculum established.
- 1872** Chartered by the state of California, May 20, Saint Mary's College conferred its first Bachelor of Arts and its first Bachelor of Science degree.
- 1873** First Master of Arts degree conferred.
- 1889** Saint Mary's College moved to 30th and Broadway in Oakland; the "Brickpile" dedicated on August 15.
- 1894** Fire severely damaged the Brickpile; the College returned to the San Francisco campus for a year during rebuilding.
- 1901** Civil and mechanical engineering curriculum established.
- 1905** Art curriculum established at Saint Mary's College, the first Catholic college west of the Mississippi to offer a full art curriculum.
- 1906** School of Commerce established (commercial curriculum).
- 1910** Pre-medical curriculum established.
- 1921** School of Engineering and School of Foreign Trade established.
- 1924** School of Education and School of Law (evening) established.
- 1927** The College became the first Catholic men's college to join the Northwestern Association of Schools and Colleges.
- 1928** Saint Mary's College moved to the Moraga campus and was dedicated on September 3; School of Law remained in Oakland and closed in 1931.
- 1933** School of Economics and Business Administration established.
- 1935** School of Arts and Letters, and School of Science (engineering, pre-medical, pre-dental, and science curricula combined) established.
- 1941** World Classics Core Curriculum (now Collegiate Seminar) established.
- 1942–1946** Naval preflight school at Saint Mary's College.
- 1946** School of Liberal Arts established.
- 1969** 4-1-4 calendar established for undergraduate programs.
- 1970** Saint Mary's College became coeducational.
- 1974** Graduate and extended education divisions established.
- 1981** Intercollegiate baccalaureate program in nursing with Samuel Merritt College established.
- 1985** School of Extended Education and School of Education established.
- 1987–1988** 125th anniversary of the College's founding; its 60th year in Moraga.
- 1997** Brother Mel Anderson, FSC, D.Litt., L.H.D., retired after 28 years as president of Saint Mary's.
- 1999** School of Education established College's first doctoral program, Ed.D. in Educational Leadership.
- 2004** Brother Ronald Gallagher FSC, Ph.D., named new president of Saint Mary's.

STATEMENT OF MISSION

Saint Mary's College in the 21st century celebrates the three traditions that have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

THE MISSION OF SAINT MARY'S COLLEGE IS:

- > **To probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.**

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- > **To affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.**

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ, giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person, and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- > **To create a student-centered educational community whose members support one another with mutual understanding and respect.**

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From *The Brothers of the Christian Schools in the World Today: A Declaration*).

The College

FACULTY

The College is, in every sense, a community of scholars. Faculty members are teacher/scholars. They are selected for their dedication to and skill in teaching, and for their desire to share their passion for learning and discovery.

The small size of the College and the commitment of its faculty foster an extraordinarily close and informal relationship between faculty and students. Faculty members are available to students not only in the classroom but outside it as well, for academic advice, guidance, and mentoring. Faculty are expected to teach courses at all levels, from freshman through graduate, and faculty members make themselves available to students at all levels, rather than isolating themselves among small groups of advanced students. Our small class size and faculty advising system foster close and frequent contact between professors and students.

The College values faculty scholarship because it enhances the intellectual vitality of the faculty and directly animates the entire campus community. Scholarly research ensures that faculty members have a thorough and up-to-date knowledge of the subjects they teach, as well as the appropriate pedagogy in those fields. As part of a community committed to shared inquiry and active learning, faculty scholar/teachers provide models from which students can learn the value and techniques of inquiry and from which they can learn to value the life of the mind.

The College prides itself on a faculty of remarkable distinction and constantly renewed commitment to scholarship and teaching.

ACADEMIC ORGANIZATION

Saint Mary's College is organized into five schools that provide the programs of study for students at the undergraduate and graduate levels.

The School of Liberal Arts offers the degree of Bachelor of Arts in 13 major fields, a Bachelor of Arts in the Integral Program, and one in the Liberal and Civic Studies Program; the Master of Arts in Liberal Studies and in Health, Physical Education and Recreation; and a Master of Fine Arts in Creative Writing.

The School of Science offers the degree of Bachelor of Science in seven major fields. There is a 3+2 program in engineering, in conjunction with a number of universities, and a 2+2 Pre-Nursing program.

The School of Economics and Business Administration offers the degree of Bachelor of Science in three major fields, as well as the Bachelor of Arts in one major field. It offers the degree of Master of Business Administration.

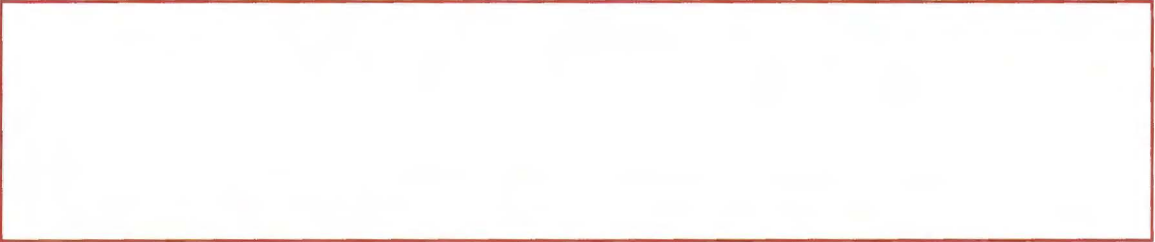
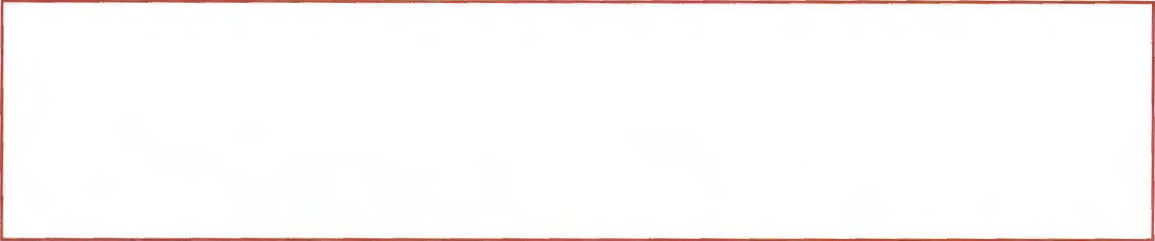
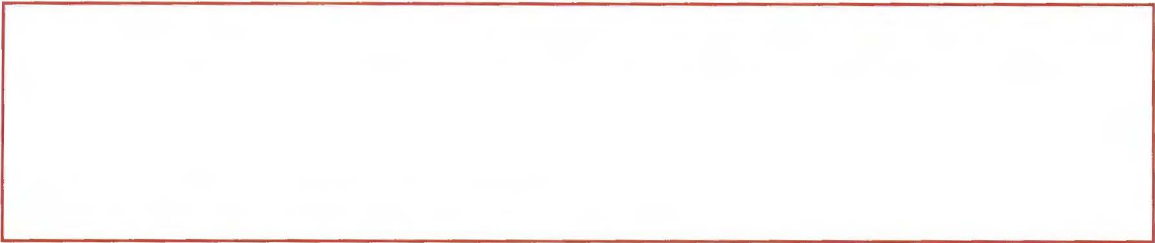
The School of Education offers undergraduate courses in teaching and Montessori education. There are nine programs in the School of Education offering three preliminary teaching credentials, service and administrative credentials, as well as master's degrees. A doctorate in educational leadership is also offered.

The following academic programs publish separate catalogs and descriptive brochures: School of Education, graduate programs in the School of Economics and Business Administration, and the graduate and adult education programs in the School of Liberal Arts. See pages 10–11 for contact information for these programs.

ACCREDITATION

The administration of Saint Mary's College is vested in the Board of Trustees and the president of the College, and is empowered by the charter of 1872 granted by the state of California to confer upon students who satisfactorily complete the prescribed courses of studies in the College such academic and/or professional degrees and/or literary honors as are usually conferred by universities and/or colleges in the United States.

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the Western Association of Schools and Colleges, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, phone (510) 748-9001. The credential programs in the School of Education are also accredited by the California Commission on Teacher Credentialing. The Montessori program is affiliated with the American Montessori Society and accredited by the Montessori Accreditation Council for Teacher Education. The Hearst Art Gallery is the only art museum in Contra Costa County that is accredited by the American Association of Museums.



SCHOOL OF LIBERAL ARTS

The School of Liberal Arts recognizes that education is a lifelong enterprise and experience—demanding more than mere professional training—for self-realization, enlightenment, and an understanding of one’s place and responsibility in society as a whole. Since the disciplines within the School of Liberal Arts are fundamental to all forms of learning, an undergraduate education in the liberal arts not only prepares students for a broad range of professions, including business, law, education, government, communications, and the health fields, but also provides students with the adaptability so essential in a world of constantly changing circumstances and opportunities.

The departments, programs, and curricular areas of the school are:

- Anthropology
- Art/Art History
- Classical Languages
- Communication
- English and Drama
- English Composition
- History
- Integral Program
- International Area Studies
- Kinesiology
- Liberal and Civic Studies Program
- Modern Languages
- Performing Arts: Dance, Music and Theatre
- Philosophy
- Politics
- Sociology
- Studies for International Students
- Theology and Religious Studies
- Women’s Studies

The Schools

Saint Mary's College confers the Bachelor of Arts degree on completion of the general College requirements and a major in one of the following areas: anthropology, art/art history, classical languages, communication, English, French, kinesiology, history, liberal and civic studies, performing arts: music, dance and theatre, philosophy, politics, Spanish, sociology, theology and religious studies, and Women's Studies. The Bachelor of Arts is also conferred in the Integral Program and in the Liberal and Civic Studies Program. Interdisciplinary majors are available in American Studies, International Area Studies, Latin American Studies, European Studies, Environmental Studies, Health and Human Performance, and Cross-Cultural Studies. Minors are available in all of the major disciplines as well as in Ethnic Studies, Language Studies, Archaeology, and Justice and Community. Academic programs in foreign countries are offered in both semester and summer programs.

In the School of Liberal Arts, Saint Mary's College offers a Bachelor of Arts degree-completion program in professional performing arts (Liberal Education for Arts Professionals, L.E.A.P.), a Master of Arts degree in Graduate Liberal Studies, in Kinesiology: Sports Studies, and in Leadership, and a Master of Fine Arts in Creative Writing.

For information on the bachelor degree-completion program for arts professionals, write L.E.A.P. Program, P.O. Box 4700, Moraga CA 94575-4700, or phone (925) 631-4538.

For information on the Master of Arts in Liberal Studies, write Graduate Liberal Studies Program, P.O. Box 4647, Moraga, CA 94575-4647, or phone (925) 631-4021.

For information on the master's degree in Kinesiology: Sports Studies (summer program), write Department of HPER, P.O. Box 4500, Saint Mary's College, Moraga, CA 94575-4500, or phone (925) 631-4377.

For information on the Master of Fine Arts Program in Creative Writing, write MFA Program in Creative Writing, P.O. Box 4686, Saint Mary's College, Moraga, CA 94575-4686, or phone (925) 631-4088.

For information on the Master of Arts in Leadership, phone (800) 538-9999 or contact Ken Otter, Program Director (kotter@stmarys-ca.edu) or Ann Marie Foley, Program Coordinator (afoley@stmarys-ca.edu).

SCHOOL OF SCIENCE

The School of Science has as its primary objective the development of a scientific and mathematical inquiring mind in the context of humanistic values. Students are introduced to fundamental scientific theories and their supporting data, and are encouraged to develop their powers of observation, integration, and analysis, as well as their quantitative skills. Familiarity with the scientific methods of knowing and investigative inquiry are enhanced through laboratory experiences and research opportunities.

The departments and programs of the School of Science are:

Biochemistry
Biology
Chemistry
Environmental Science and Studies Program
Health Science Program
Mathematics and Computer Science
Physics and Astronomy
Psychology
3+2 Engineering Program
2+2 Pre-Nursing Program

The academic programs of the School of Science are designed to provide preparation for a wide variety of scientific and professional careers. Graduates obtain advanced degrees (M.S., Ph.D.) in many mathematical and scientific disciplines, going on to serve in higher education and research. Graduates enter professional schools in such health care areas as medicine, dentistry, veterinary medicine, physical therapy, and pharmacy. They may pursue careers in all of the major fields of engineering through the 3+2 Engineering program. Many graduates of the School of Science find satisfying careers in secondary schools, in business and industry, and in government service.

Saint Mary's College confers the Bachelor of Science degree on completion of the general College requirements and a major concentration in one of the following areas: biochemistry, biology, chemistry, computer science, environmental science, mathematics, physics, and psychology. In addition, the Bachelor of Science degree is awarded upon completion of the interdisciplinary major in health science. Students who wish to major in engineering may begin their studies at Saint Mary's through the 3+2 Engineering Program, transferring after their junior year to Washington University in Saint Louis or to the University of Southern California in Los Angeles. On completion of the engineering major, they receive a Bachelor of Arts from Saint Mary's and a Bachelor of Science in engineering from the affiliated university. Saint Mary's College also confers the Bachelor of Arts degree in mathematics. Finally, an Associate of Science degree is offered in Pre-Nursing when a student completes our 2+2 Pre-Nursing Program and transfers to an accredited nursing program elsewhere. See p. 131.

SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION

The School of Economics and Business Administration is committed to the values that are central to Saint Mary's College: academic excellence, personal integrity, ethical behavior, and respect for human dignity. These values are integrated into an academic program that prepares students for a successful and meaningful professional career, community contribution, a life of personal satisfaction and individual fulfillment.

The undergraduate departments of the School of Economics and Business Administration are:

Accounting
Business Administration
Economics

The concepts and analytical approaches drawn from the three disciplines are intended to prepare students to understand and function effectively in the highly competitive, technologically complex, politically volatile, and culturally diverse global economy of the 21st century. Consideration of the ethical implications and social responsibilities of economic activity and business enterprise is an integral part of each major.

The curricula in the School of Economics and Business Administration consist of coherent groups of classes which seek to balance the need for developing analytical and presentation skills, theory, and practice. A major strength of the school is that many instructors have years of professional experience in the fields they teach. As a result, the student is introduced to the business fields in a relevant manner. The subject matter within the three disciplines is discussed thoroughly and systemically, and in a way that challenges students to approach problems critically and to solve them efficiently. The curriculum provides the mathematical and information-technology skills needed for the advanced courses as well as for careers and graduate studies. Graduates of the school are trained to assume leadership roles as entrepreneur, manager, financier, teacher, lawyer, investor, or researcher. Many graduates go on to graduate study in business, law, or economics.

Saint Mary's College confers the degree of Bachelor of Science on completion of the general College requirements and a major concentration in one of the following areas: accounting, business administration, and economics. A Bachelor of Arts degree in economics is also offered. An honors concentration in financial services, a marketing concentration, and an international concentration are available to qualified students as part of the business administration curriculum. In addition, an undergraduate minor in computer information systems is supported (see Accounting Department). The school also offers internship and experimental learning opportunities for students in all majors. In the School of Economics and Business Administration, Saint Mary's College also confers the degrees of Master of Business Administration (in executive and non-executive programs). For information on the graduate programs, write Graduate Business Programs, P.O. Box 4240, Saint Mary's College, Moraga, CA 94575-4240, or phone (925) 631-4503.

SCHOOL OF EDUCATION

The mission of the School of Education is to prepare teachers, administrators and counselors to be competent practitioners and agents for positive personal and social change. The School of Education is dedicated to educating teachers, counselors, and administrators so that they may anticipate and respond to the diverse needs of organizations both public and private.

Although the School of Education's primary orientation is toward graduate degrees and helping students fulfill State of California credential and/or licensure requirements, various courses are offered to undergraduate students as preliminary preparation for careers related to child development and education.

UNDERGRADUATE PROGRAM

At the undergraduate level, the School of Education offers course work applicable toward the State of California Elementary and Secondary Teaching Credentials, the Montessori Early Childhood and Elementary Certificate Programs and the Child Development Permit (see p. 84).

AMERICAN MONTESSORI SOCIETY AFFILIATED TEACHER TRAINING PROGRAM

The Montessori Teacher Preparation Programs are affiliated with the American Montessori Society (AMS) and accredited by the Montessori Accreditation Council for Teacher Education (MACTE). The academic phase of the Early Childhood Certificate Program may be taken in whole or in part by undergraduates. This program forms the Liberal and Civic Studies minor called Montessori Thought (p. 84). For those wishing to pursue the American Montessori credential, the classes taken in the minor are prerequisites to the paid internship which takes place at the graduate level and leads to the awarding of international certification. Courses may apply toward the Montessori elementary or early childhood teaching credential requirements and Child Development Permit requirements.

For further information, consult with a Liberal and Civic Studies advisor and/or the coordinator of the Montessori Program in the School of Education.

PROGRAMS OF STUDY

The School of Education offers coursework leading to basic teaching credentials; specialist and service credentials; Master of Arts, Master of Education, and Doctorate of Education degrees; and various teaching, counseling, and administrative permits, certificates, and license preparation. Courses are organized into nine main programs of study:

CROSSCULTURAL EDUCATION

Teaching English to Speakers of Other Languages (TESL)
International Certificate
Master of Arts Degree—ESL and Early Literacy
Master of Education Degree

EARLY CHILDHOOD EDUCATION

Master of Arts Degree
Master of Education Degree

The Schools

EDUCATIONAL LEADERSHIP

- Preliminary Administrative Services Certificate, Tier I
- Master of Arts Degree
- Professional Administrative Services Credential, Tier II
- Doctorate of Education Degree

GRADUATE COUNSELING

- Master of Arts Degree
- Counseling
 - General Counseling
 - Pupil Personnel Services Credential (PPS)
 - Marriage and Family Therapy (MFT license preparation)
 - Career Counseling
 - College Student Services
- Master of Education Degree Interpersonal Communication

MONTESSORI EDUCATION

- Liberal Studies Minor for Bachelor of Arts Degree:
- Montessori Thought
- American Montessori Society Early Childhood Certificate
- American Montessori Society Elementary Education Certificate
- Master of Arts Degree
- Master of Education Degree
- M.Ed. in Applied Developmental Education

MULTIPLE SUBJECT

- Preliminary Multiple Subject Credential
- Master of Arts in Teaching
- Master of Education in Instruction

READING AND LANGUAGE ARTS LEADERSHIP

- Reading Certificate
- Reading and Language Arts Specialist Credential
- Master of Arts Degree
- Master of Education Degree

SINGLE SUBJECT

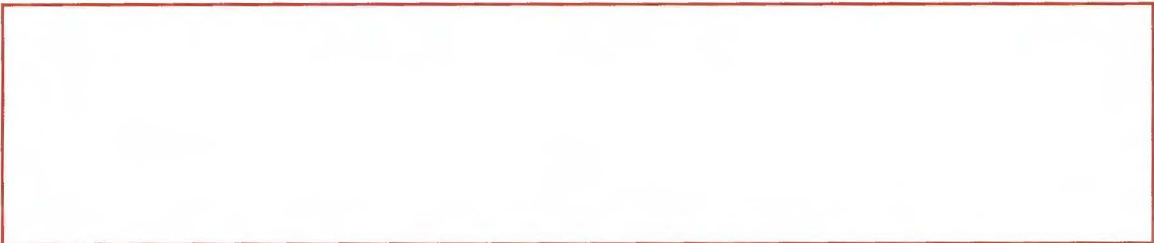
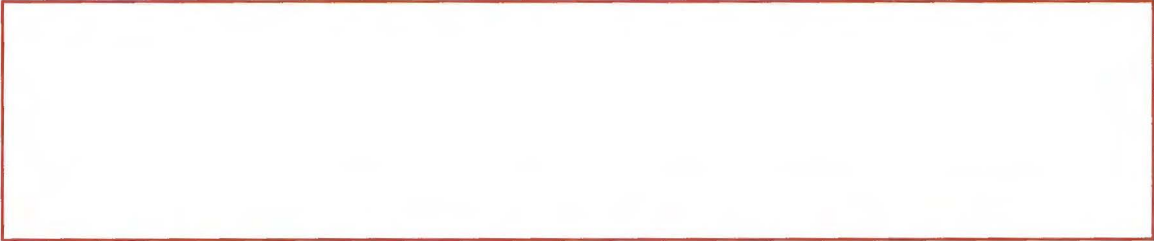
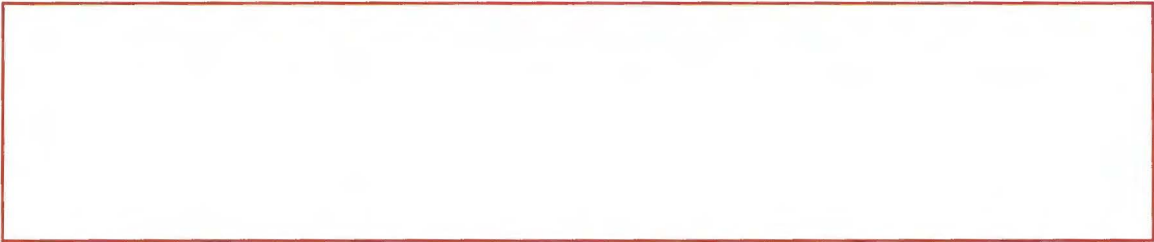
- Preliminary Single Subject Credential
- Master of Education in Instruction

SPECIAL EDUCATION

- Education Specialist Level I (Preliminary Credential)
- Education Specialist Level II: Mild/Moderate or Moderate/Severe
- Master of Arts Degree
- Master of Education Degree

In addition, special programs in Reading Recovery and Beginning Teacher Support and Assessment are offered for practicing teachers.

The School of Education publishes a separate viewbook and Student Handbook and Catalog of Courses describing its graduate programs. To receive a copy, please write to the School of Education, P.O. Box 4350, Saint Mary's College, Moraga, CA 94575-4350, or phone (925) 631-4700.



ENROLLMENT

VICE PROVOST FOR ENROLLMENT

The Vice Provost for Enrollment is responsible for the offices and procedures which serve students in the recruitment, admissions, and enrollment processes at the College. Working collaboratively with colleagues in academic and student affairs, the vice provost spearheads and coordinates institution-wide retention efforts. To better understand the needs of students and to assist the College in its assessment and planning efforts, Enrollment Services gathers and reports on institutional data. The offices and functions included within Enrollment Services are admissions, financial aid, the registrar, articulation and transfer, institutional research, international recruitment and admissions, and retention services.

REGISTRAR

The registrar is responsible for creating and managing registration functions which serve members of the academic community in the enrollment process. In this role, the registrar is responsible for the following registrarial functions: academic records (issuance of transcripts and grades, grading policies); enrollment (preregistration and registration procedures, leave of absence, withdrawal from school, verification of

enrollment, progress toward the degree (academic probation, petitions for special action, declarations of majors and minors); determination of degree requirements (graduation candidacy, granting of degrees, academic evaluations); and the academic calendar (class schedule, room assignments, final examination schedule).

ARTICULATION AND TRANSFER

The director of articulation and transfer serves as the institutional advocate for the articulation and transfer of courses at Saint Mary's College. In this role the director is responsible for developing, updating, and maintaining articulation agreements between the College and community colleges and appropriate independent junior colleges. The director is an important liaison with community colleges. The director provides advanced standing evaluations for new enrolling transfer students as well as preliminary advanced standing evaluations for transfer students applying to or accepted at the College. The director is also responsible for evaluating students' petitions for readmission to the College. In addition, the director ensures that the needs and concerns of transfer students are adequately addressed in the orientation program, residence life policies and procedures, academic requirements, registration procedures, and financial aid.

Enrollment and Admission

ADMISSION

FROM SECONDARY SCHOOL

Saint Mary's College welcomes applications from students qualified by scholastic achievement and personal character to pursue successfully the program of studies leading to the bachelor's degree. In evaluating a candidate for admission, the dean of admissions, together with the Committee on Admissions, reviews the following credentials: the completed application; secondary school record; recommendation of principal, counselor, or teacher; scores on the Scholastic Assessment Test (SAT I) of the College Board or the American College Test (ACT) of the American College Testing Program; and a required essay. Each candidate for admission receives individual consideration. The chief qualities sought in a candidate are intellectual aptitude, seriousness of purpose, and moral integrity. The secondary school record is considered the most reliable measure of potential college ability. However, extracurricular accomplishments may strengthen an application insofar as they indicate special talents, maturity, perseverance, and motivation.

HIGH SCHOOL PREPARATION

Each candidate is expected to complete at least 16 units of secondary school course work, which includes four years of English, three years of mathematics (algebra, geometry, advanced algebra), two years of foreign language, two years of science (at least one laboratory science), one year of U.S. history, and one additional year of social studies. Students who plan a major in science or mathematics are expected to show special strength in their scientific and mathematical preparation.

Applications for admission are always reviewed on an individual basis, and minor deficiencies in preparation may be waived if justified by superior marks, test scores, and recommendations.

APPLICATION DEADLINES

To receive full consideration for admission, applicants should submit their application materials as early as possible, but postmarked no later than:

1. January 15 if applying for admission to the fall term as a freshman.
2. July 1 if applying for admission to the fall term as a transfer student.
3. December 1 of the previous calendar year if applying for admission to the January or spring terms.

SCHOLASTIC ASSESSMENT TEST (SAT I) AMERICAN COLLEGE TEST (ACT)

All candidates for admission are required to take either the SAT I administered by the College Board or the ACT administered by the American College Testing Program. The writing portion of both exams is optional. Information concerning SAT I test dates and applications for the tests may be obtained from secondary school counselors or directly from the Educational Testing Service, 1000 Broadway, Suite 310, Oakland, CA 94607 (for residents of eastern states, the address is P.O. Box 6200, Princeton, NJ 08541). The number 4675 should be used in requesting SAT scores to be sent to Saint Mary's College. Information concerning ACT test dates may be obtained from secondary school counselors or directly from the American College Testing Program, P.O. Box 168, Iowa City, IA 52243-0168. The number 0386 should be used in requesting ACT scores to be sent to Saint Mary's College.

APPLICATION PROCEDURES

Students interested in attending Saint Mary's College may apply online at www.smcadmit.com or by calling or writing the Office of Admissions. Full directions for completing and submitting the application are contained in each form.

Part of the application is a form of recommendation by the secondary school principal, counselor, or college prep teacher. The form is to be completed by the appropriate official and forwarded directly to the College with the official transcript of record. A nonrefundable fee of \$55 must accompany the application form.

HIGH POTENTIAL PROGRAM

Saint Mary's College has a fundamental mission to provide access to education for deserving students from groups that historically have not had these opportunities. The High Potential Program is designed to offer admission and support to students who, because of adverse social, economic, educational, or other factors, do not demonstrate their ability to succeed in college through the traditional indicators of academic potential (e.g., standardized test scores, high school courses, grade point averages). First-generation college-bound students are encouraged to apply through this program.

Approximately 30–35 first-year students are admitted through the High Potential Program each fall, and highest consideration is given to individuals who are highly motivated to obtain a baccalaureate degree and who present evidence of leadership in school, community, church, or other activities. Applicants are required to submit additional materials and are selected based on this supplementary information, recommendations, and an extensive self-inventory. High Potential Program students are required to participate in an intensive three-week summer residential program and a fall and spring academic lab. These courses provide students with a broad range of other academic and personal support programs designed to build a solid foundation for high achievement. Students wishing to apply through the High Potential Program should contact the Office of Admissions for additional information.

INTERNATIONAL STUDENTS

Saint Mary's welcomes qualified international students to campus. Since educational systems differ from country to country, each applicant is evaluated individually. We take into consideration academic standards from each student's home country, and determine an equivalency between the applicant's country and U.S. admission requirements. Secondary school records or mark sheets, rank in class, results on national examinations, letters of recommendation, and potential for success are factors considered for admission.

To apply to the College, international students must submit the following: a completed International Student Application and a US\$55 application fee; original secondary school records and a certified translation if the original is not normally issued in English; proof of academically successful secondary school graduation; certified copies of national or other examination results; a letter of recommendation from a teacher, counselor, principal or school director; and an official TOEFL or IELTS result. The SAT I exam is not required for admission but will be used for placement purposes if submitted. The College will require a Certificate of Finances when a student is admitted; this document must be received by the College before SEVIS documents can be issued.

The TOEFL (Test of English as a Foreign Language) is required of all students whose native language is not English. Saint Mary's College of California code for ETS is 4675. Students may submit an IELTS (International English Language Testing System) result in place of the TOEFL. The minimum TOEFL result must be 71-iBT or 197-CBT; the minimum IELTS result must be a 6.5 band to be considered.

Enrollment and Admission

The English Proficiency requirement may be waived if the student completes any of the following: completion of four consecutive years of study at a high school in the United States; completion of a minimum 60 transferable credit hours at a U.S. university or community college, excluding English as a Second Language course work; completion of high school or equivalent in a country where the official language is English; SAT I Critical Reading exam result of 520; OR an ACT English exam result of 22.

Students who meet admission requirements may be accepted as full-time undergraduate students. Transfer students whose first language is not English must meet the English composition requirement (see Written English Requirement p. 41). Saint Mary's does not offer English as a Second Language courses.

International students are expected to finance their educational expenses. Part-time employment on campus is available, but earning will not be adequate for payment of educational costs. A small scholarship is offered to qualified students: students must apply with a 3.3 grade point average equivalency and a TOEFL result of 80-IBT or 213-CBT, or and IELTS result of 7.0 band to be considered.

Saint Mary's College of California is authorized under federal law to enroll non-immigrant students.

CONDITIONAL ACCEPTANCE OF INTERNATIONAL STUDENTS

Students who have scores between 500 (173) and 527 (197) may be enrolled in a program consisting of one or two undergraduate courses, chosen in consultation with the faculty advisor. Students with scores lower than 500 (173) who have a strong academic background can also receive conditional acceptance but will be enrolled full-time in an English Language Program.

International students are expected to finance their own educational expenses. Only scholarship funds received by the College and designated for international students will be so dedicated. Part-time employment on-campus is also sometimes available. For further information see Financial Aid, p. 18.

Saint Mary's College is authorized under Federal law to enroll non-immigrant alien students.

TRANSFER STUDENTS

A student entering Saint Mary's College from another college or university must meet the standards set forth previously concerning admission from secondary school. He or she must also present a college record with a minimum cumulative GPA of 2.3 in academic transferable courses. The transfer student who would not qualify for admission to Saint Mary's College directly from secondary school will normally be required to present a record of at least one year's work at another college with a minimum cumulative GPA of 2.3 in a minimum of 23 academic semester units or 34.5 academic quarter units transferable to the University of California system from California community colleges or another accredited college or university, and completed with letter marks rather than Pass, Satisfactory, or Credit. Transfer students are encouraged to complete any high school course deficiencies prior to transfer.

The Admissions Committee requires that students complete one year of high school algebra and one year of high school geometry or their equivalent with a grade of C or better before transfer.

All transferable grades from other colleges are considered in determining eligibility for admission. When courses are repeated, only the most recent grade will be computed into the grade point average in determining the minimum admission standard of 2.3. Saint Mary's does not accept as transferable for credit any courses in remedial subjects, vocational fields such as welding, non-academic areas such as typing, and secondary school mathematics.

If a student transfers from a school that does not compute grades below a C into the overall grade point average, his or her application will be evaluated on the basis of the number of courses he or she completes in making normal progress towards graduation.

Upon transfer, only courses with grades of C- and above are acceptable for advanced standing toward graduation. The maximum number of lower division course credits which are transferable from any college is 19. This is approximately equivalent to 95 quarter units or 64 semester units. (Saint Mary's "course" equivalence: 3.5 semester units or 5 quarter units = 1.00 course credit.) Students must take the majority of their major courses at Saint Mary's College.

2+2 PRE-NURSING PROGRAM

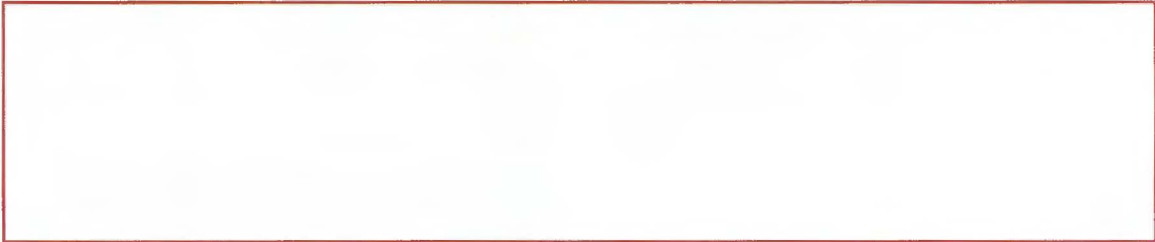
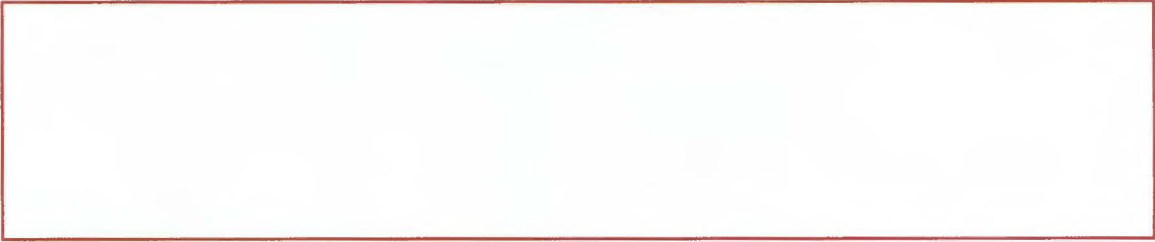
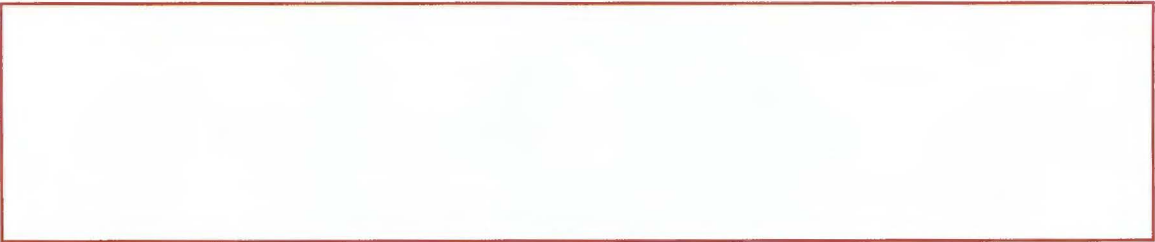
Credit by Examination Admission into the 2+2 Pre-Nursing Program at Saint Mary's College applies only to this program at Saint Mary's College and students here must meet SMC admission qualifications. Admission to the Bachelor of Science in Nursing program at Samuel Merritt College is dependent on completion of the curriculum in the 2+2 Pre-Nursing Program with a cumulative GPA of 3.00 or higher and achieving a score of 55 or higher on the Nursing Entrance Test (NET).

ADVANCED PLACEMENT

The College grants up to a full year of college credit through the College Level Examination Program administered by the College Entrance Examination Board. Credit is given only for the subject examinations, which correspond to particular college courses, not for the general examinations, and the subject examinations must be passed at the median level or higher.

In addition, college credit, advanced placement, and reduction of prerequisites may be granted to entering freshmen who, in the judgment of the appropriate department, have demonstrated advanced scholastic attainment. The principal criteria used are the Advanced Placement examinations of the College Entrance Examination Board, school records, and personal interviews. The advantages of advanced placement are admission to courses ordinarily not open to freshmen, and greater freedom to pursue independent study or research in the senior year. Each academic department determines minimum score requirement and amount of college credit (also, see Credit by Examination under Academic Regulations, p. 34).

The College also grants advanced credit to students who have taken A-level or International Baccalaureate (higher level) courses.



Saint Mary's College is an independent institution and receives no operating support from public funds. Each student is charged a tuition fee that covers approximately three-fourths of the cost of general educational services provided by the College. The balance of these costs is met by income from endowment, support of the Brothers of the Christian Schools, and gifts from trustees, parents, alumni, other friends, corporations, and foundations interested in the type of education this institution provides.

GRADUATE PROGRAMS

See separate bulletins.

PAYMENT

All Saint Mary's College (SMC) students assume financial responsibility for any charges and/or fees posted to his/her account. All SMC students further assume the responsibility for understanding SMC's official policies concerning payment deadlines, registration deadlines, and satisfactory academic progress.

Tuition and room and board charges are due in two installments. The charges are due one month before the first day of class of each term. Lab fees, extra course charges, and other miscellaneous fees are billed as incurred during the academic year. All such charges are due and payable upon receipt of a statement from the Business Office. A student failing to make payment will be denied registration and will be unable to attend class or use campus facilities. Participation in commencement exercises will not be allowed, nor will a diploma, transcript of credit, or honorable dismissal be issued until all College bills have been paid in full. Transcripts will not be issued to former students with past-due balances, including past-due balances on National Direct Student or Perkins Loans. Saint Mary's College further reserves the right to recover all costs involved with collection due to nonpayment of the outstanding balance.

Tuition and Fees

MONTHLY PAYMENT PLAN

Information on a monthly prepayment plan for College expenses is available at smcnet.stmarys-ca.edu/payment.

REFUNDS

Refunds are made within 30 days of request only once each term, on the written application of the student, according to the following schedule:

TUITION

Dropping Classes: Students may drop a course and, where appropriate, receive full pro-rata refund of tuition up to the end of the second full week of the term. (No refund will be made after that date.) Note that full tuition is charged for 7.00 to 9.50 course credits per year. For the January Term, the drop period is through the third day of the term.

Withdrawal from College: Refunds are made each term only on the written application of the withdrawing student according to the following schedule: 85% tuition refund to the end of the first week of class; 80% tuition refund to the end of the second week of class; 75% tuition refund to the end of the fourth week of class.

No refund will be made for withdrawal after the fourth week of class.

The above schedule is based upon the date on which the official notice of withdrawal is given to the registrar. For those who pay for January Term, no refund is made after the first week of class.

ROOM AND BOARD

Students who live in College residence halls and townhouses assume contractual responsibility for occupancy for the entire academic year. Students who live in a College residence hall are required to contract for meals. Students living in the College townhouses may voluntarily elect to purchase one of the various meal options provided.

Inquiries concerning room and board plans should be directed to the Office of Residence Life.

STUDENT INSURANCE

To ensure that all students have health insurance coverage, including basic sickness and accident insurance, the College has instituted a mandatory health insurance requirement. All undergraduate students enrolled in three or more courses each term are required to have health insurance coverage. A plan is available through Saint Mary's College; consequently, students are billed for insurance. A credit is applied to the account upon completion of a waiver form with the Health Services Office. A waiver must be completed each academic year in order to receive the credit.

All full-time undergraduate students are covered by a secondary accident insurance policy that provides protection during regular attendance on the campus and while attending college-sponsored activities. The policy covers only accidents and should not be considered to be a replacement for a comprehensive health insurance program. Any loss or injury sustained resulting from the use of alcohol or drugs is not covered.

TUITION

UNDERGRADUATE STUDENTS

Per school year, permitting enrollment in 7.00 to 9.50	
course credits per year	\$ 30,930
Additional course credits*	\$ 3,440
Part-time (less than 7.00 course credits per year)	
per course credit	\$ 3,865

MISCELLANEOUS DEPOSITS AND FEES

Application fee (Required with all applications for admission and non-refundable)	\$ 55
Tuition commitment deposit	
(Required of all new students. Applied to tuition)	\$ 300
Registration fee (Required of all new undergraduate students at time of initial registration; payable once and non-refundable)	\$ 30
Housing commitment deposit (Required of all resident students. Applied to room and board; non-refundable)	\$ 350
Orientation fee (Required of all new undergraduate students at time of initial registration; payable once and non-refundable)	\$ 250
Health Insurance	\$ 680
Associated Student Body fee (Required of all students taking three courses or more per term)	\$ 150
Late payment fee	\$ 20
Commencement activities fee	\$ 115
Late registration fee	\$ 175
Transcript record, per copy: Regular service (3–5 days)	\$ 5
Next Day service	\$ 15
Same Day service	\$ 25
Laboratory fees (see under description of courses, pp. 45–162).	

ROOM AND BOARD (PER YEAR)

Double room	\$ 6,220
Townhouse room (includes \$50 flex)	\$ 7,100
Single room	\$ 6,950
**Carte Blanche plan (includes \$75 flex)	\$ 4,870
14 meals per week (includes \$75 flex)	\$ 4,740
10 meals per week (includes \$50 flex)	\$ 4,610
8 meals per week (includes \$50 flex)	\$ 4,400

OPEN ENROLLMENT

Application and registration fee	
(Payable once, for non-matriculated students only)	\$ 35
Tuition	
***Credit, per 3.5 course	\$ 2,305
***Audit, per course	\$ 200

* The additional course credit is proportionately applied to course credits in excess of 4.25 in each term.

** Carte Blanche is a plan that offers students unlimited entry to the dining hall. Flex dollars are the cash values included in some meal plans.

They may be used at all campus retail food outlets and Oliver Hall (resident dining). They can be added to any meal plan in \$50 increments.

*** Part-time open enrollment students may take no more than four courses per year, no more than two courses per term. These courses are offered on a space-available basis only.

The schedules of fees are effective July 1, 2007, and are subject to change without notice.

FINANCIAL AID

FINANCIAL AID PROGRAM

Saint Mary's College, through its Financial Aid Office, is committed to helping students and families obtain the needed assistance, both monetary and advisory, to make attendance possible.

The basic philosophy governing financial aid is that the student and his/her parents will first contribute as much as is reasonable toward the cost of attending Saint Mary's College. The amount expected will be the same as the amounts expected from other students and families having the same financial circumstances. Eligibility for financial aid will be the difference between what it costs to attend and what the student can reasonably be expected to pay. The Financial Aid Office uses the Free Application for Federal Student Aid (FAFSA) to collect information used to determine the student's eligibility for federal and institutional funds.

In addition to demonstrating financial need, applicants for aid must:

1. be citizens or permanent residents of the United States;
2. be enrolled or accepted for enrollment at Saint Mary's College on at least a half-time basis;
3. be making satisfactory academic progress toward a degree or certificate (maintaining a grade point average no lower than 2.0, or C average).

Those undergraduates who are placed on Financial Aid probation for a second consecutive term shall be ineligible for financial aid until the probationary status is removed. Probationary status includes special academic probation (see Academic Standing p. 37).

Full-time undergraduates in four-year degree programs who fail to complete at least 7.25 courses, and part-time undergraduates who fail to complete at least five courses at the end of each academic year shall be ineligible for financial aid until the minimum number of courses is completed. At the end of each term, a review will be made to ensure compliance with the requirements of satisfactory academic progress. The course completion requirements will be reviewed at the end of each academic year.

APPLYING FOR AID

NEW STUDENTS

1. Complete an application for admission to Saint Mary's College and arrange to have Scholastic Aptitude Test scores and high school/college transcripts sent to the Office of Admissions before January 15.
2. Complete the Free Application for Federal Student Aid (FAFSA) by February 15. This may be filed by using a paper application available from high school and college counseling offices, or by applying using the Internet (www.fafsa.ed.gov). Regardless of the method selected, follow the instructions and be sure to enter "Saint Mary's College, Moraga, CA (Federal School Code 001302)" as the recipient of the form.
3. California residents should complete the GPA Verification Form by March 2 to apply for the state grant programs. Forms are available in high school and college counseling centers, online at www.calgrants.org, or from the Financial Aid Office.

STUDENTS CONTINUING AT SAINT MARY'S COLLEGE

Students wishing to renew their aid for a subsequent year should file the FAFSA by March 2. Only new applicants for Cal Grants need file the GPA Verification Form (see item 3 above).

SELECTION CRITERIA

Saint Mary's College uses a priority deadline of February 15 for new students and March 2 for currently enrolled students for all financial aid programs administered by the College. All students who are enrolled or accepted for enrollment by their respective priority deadlines and who have filed the required financial aid documents by that date receive equal consideration for Saint Mary's College scholarships, in relation to their financial need. Federal funds under the control of the College are limited, and generally are awarded only to students with considerable need. Students completing the application process after March 2 will be considered for institutional and limited federal financial aid only if funds are available. Financial aid notification letters for those who have met the priority deadline are mailed to new students in March and to continuing students in June.

PACKAGING FOR FINANCIAL AID

It is often not possible to meet all of a student's need with scholarship or grant aid. In such cases, student loans or student employment may be included as a part of the financial aid package. If for any reason the student wishes to decline the loan portion of the aid package, he or she may do so without affecting scholarship or grant awards. It should be noted, however, that refusal of a loan or campus job will not result in a larger scholarship award. If the student is eligible, the Cal Grant A or B and the federal Pell Grant will be included in the total award package. California residents are required to apply for a Cal Grant A and/or Cal Grant B from the California Student Aid Commission. If the Commission deadline (March 2) is missed, the student may still be considered for assistance from Saint Mary's College, although the College will be unable to offer scholarships to replace Cal Grants that would have been received had application been made on time.

FINANCIAL AID FROM SAINT MARY'S COLLEGE

SAINT MARY'S COLLEGE SCHOLARSHIPS

Tuition scholarships are awarded by Saint Mary's College to full-time undergraduates who demonstrate academic ability and financial need. The amount of each tuition scholarship varies according to the financial need of the recipient and his/her family. (For further information see Saint Mary's College Scholarship Policy Statement, available in the Financial Aid Office.) Priority deadline: March 2. (See Scholarships for listing, pp. 154–160.)

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

SEOG awards of \$200–\$2,500 per year are federally funded grants administered by the College and available to undergraduate students with exceptional financial need. Priority deadline: March 2. (Normally, students must be enrolled at least half-time.)

SAINT MARY'S COLLEGE TUITION ALLOWANCE

Families enrolling four or more children at Saint Mary's College are granted a 50% tuition discount for each child after the third. No financial statement required. Completion of the Free Application for Federal Student Aid (FAFSA) is recommended if additional financial assistance is required. To apply, contact the Financial Aid Office.

SAINT MARY'S COLLEGE ATHLETIC GRANT

Full and partial grants-in-aid are offered to a limited number of men and women athletes in several sports. For further information concerning these awards, contact: Athletic Director, Saint Mary's College, Moraga, CA 94575.

FEDERAL PERKINS LOAN

This is a federal loan program administered by the College. Perkins Loan recipients must be pursuing at least a half-time course of study and must be able to demonstrate financial need. Priority deadline: March 2.

STUDENT EMPLOYMENT

Saint Mary's College offers a wide variety of part-time, on-campus jobs in virtually all College offices and departments. These student jobs are provided through two separate programs, the Federal College Work-Study program and the Saint Mary's College student employment program.

Students who qualify for need-based financial aid may be awarded Federal College Work-Study as part of the annual award. The award letter will list the funds reserved to pay the student during the academic year. Listings of work-study positions are available in the Career Development Center, Ferroggiaro Hall, and in the Financial Aid office, Filippi Hall. Job listings are also available on the College's Internet site: smcnet.stmarys-ca.edu/studentjobs.

The Career Development Center also posts notices of general student employment opportunities both on- and off-campus. These jobs are open to any undergraduate or graduate student enrolled at least part-time at the College. In addition to the distribution of student job applications to employing departments, the Career Development Center offers career counseling, resume writing and interview workshops, internships, and job placement services.

Financial Aid

The bookstore, Sodhexo Food Services, and the janitorial services are independent of the College and do their own hiring.

The Human Resources Office, Filippi Hall, is responsible for all wage and salary determination. All students who are hired for any on-campus job must complete the necessary tax and I-9 documentation before employment can begin.

FINANCIAL AID FROM STATE AND FEDERAL AGENCIES

CAL GRANT A

\$700-\$9,708 per year. Awarded by the California Student Aid Commission, the Cal Grant A is based on academic achievement (as measured by high school or college grades) and financial need. Eligibility is limited to California residents for a maximum of four undergraduate years. Applicants must file the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form (available from high school counseling offices or college offices of financial aid). Deadline: March 2.

CAL GRANT B

\$1,551-\$11,259 per year. The Cal Grant B is awarded by the California Student Aid Commission primarily to students from low-income backgrounds. Eligibility is limited to California residents for a maximum of four undergraduate years. Applicants must file the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form. Deadline: March 2.

FEDERAL PELL GRANT

\$400-\$4,050 per year. The Pell Grant is a federal grant program which offers assistance to low- and middle-income undergraduate students who are U.S. citizens or permanent residents, and who demonstrate financial need. (Need is defined according to a federal eligibility formula.) Application for the Pell Grant may be made by means of the Free Application for Federal Student Aid (FAFSA). Forms are available online at www.fafsa.ed.gov, from high school counseling centers or from the Office of Financial Aid. No deadline.

FEDERAL ACADEMIC COMPETITIVENESS GRANT

Freshmen and sophomore students who are eligible for a Pell Grant and U.S. citizens may also receive a new Federal Academic Competitiveness Grant of up to \$750 for their first year and \$1,300 for the second year. To qualify, students must have successfully completed a rigorous high school program as recognized by the U.S. Secretary of Education. Second-year students must also have maintained at least a 3.0 GPA.

FEDERAL NATIONAL SMART GRANT

The new National SMART Grant provides up to \$4,000 for both the third and fourth years of undergraduate study to full-time students who are eligible for a federal Pell Grant, U.S. citizens and majoring in physical, life, or computer sciences, mathematics, technology or engineering, or in certain foreign languages. Students must also have maintained a GPA of at least 3.0 in course work required for their major.

FEDERAL STAFFORD LOANS (SUBSIDIZED)

Stafford loans are loans \$3,500-\$5,500 (depending on the student's grade level) for students' educational costs; these loans are insured by a state or federal agency and are available through private lenders such as banks and credit unions. Students who demonstrate financial need up to the requested loan amount will have the interest on the loan paid (subsidized) during their enrollment on at least a half-time basis.

FEDERAL STAFFORD LOANS (UNSUBSIDIZED)

Unsubsidized federal Stafford loans are available for students who do not qualify, in whole or in part, for the need-based subsidized federal Stafford loan. Borrowers may receive both subsidized and unsubsidized federal Stafford loans totaling up to the applicable stafford loan limit, if they do not qualify for the full amount permitted under the subsidized federal stafford loan program. The terms for the unsubsidized loan are the same as the terms for the subsidized federal Stafford Loans, except that the government does not pay interest on the unsubsidized federal Stafford loans. The interest rate on Stafford Loans is fixed at 6.8 percent for the life of the loan.

For independent students and for students whose parents are unable to secure loans through the federal PLUS program, the unsubsidized federal Stafford Loan maximum is \$4,000 per year for first- and second-year students, and \$5,000 per year for all other undergraduates.

FEDERAL PLUS LOANS

PLUS loans are made to parents of undergraduate students by private lenders, such as banks and credit unions. The maximum loan cannot exceed the cost of education less any financial aid received by the student. The interest rate on the PLUS Loan is fixed at 8.5 percent. The Financial Aid Office maintains lists of lenders participating in this program. Interested parents should contact their lender of choice to initiate the process.

ALTERNATIVE PAYMENT PLANS

GIFTS AND LOANS TO CHILDREN

Parents are advised to investigate federal and state income tax credits and tax advantages available through gifts and loans to dependent children. Depending on the income tax bracket, savings can be substantial.

TEN-MONTH PAYMENT PLAN

This plan offers parents a low-cost method of paying tuition and room/board charges over a 10-month period, June through March. For further information concerning this plan, contact the Business Office at Saint Mary's College.

COLLEGE REFUND POLICY

Students who withdraw during an academic term will have tuition charges adjusted according to the schedule shown on p. 17.

The College is required to follow the refund regulations published by the U.S. Department of Education for students who receive Title IV financial aid funds (federal Perkins Loans, federal SEOG, federal Pell Grant, federal College Work-Study, federal Stafford Subsidized and Unsubsidized Loan funds, and Cal Grant funds). Student recipients of any of these funds who withdraw from all of their classes within the first 60% of an enrollment period will have their financial aid adjusted. The amount of federal aid that will be returned will be determined by the number of calendar days not completed in an enrollment period divided by the total number of calendar days in that period. If that percentage is less than 40%, no adjustment is required.

Should regulations governing refund policies for federal student aid recipients change, Saint Mary's College will implement those changes. Current refund policy information may be requested from the Financial Aid Office.

DISBURSEMENT OF AWARDS

Financial aid awards normally cover a full academic year. Funds are disbursed in two equal installments at the time of registration for the fall and spring terms.

GIFTS AND ENDOWMENTS

Saint Mary's College is a private institution and receives no direct support from taxes or other public funds, or direct financial assistance from the Diocese of Oakland.

Annual operating expenses of the College are met principally, but not fully, by tuition and fees. The difference between that income and the actual cost of instruction and other services is underwritten by the contributed services of the Christian Brothers, by annual fund donations from alumni, parents, and friends, and by income from an endowment principal of approximately \$160 million. Through these contributions, all students, including those paying full tuition, are aided in financing their college education.

In the face of rising costs, it becomes increasingly important to meet the expenses of the College through contributions supplementing tuition and fees. Demands for augmented instructional, residential, and recreational facilities, as well as requests for financial aid, place an even greater burden on College resources.

Those individuals who wish to support the College may do so by making annual contributions for unrestricted support, scholarships, or athletic grants-in-aid. Those interested in gift opportunities related to new buildings, endowed professorships, endowed scholarships, or program endowments should contact the Saint Mary's College Development Office.

Saint Mary's College of California is a nonprofit corporation. Contributions are tax-deductible in accordance with state and federal laws. Gifts may be made to the College through the Development Office, Saint Mary's College, P.O. Box 4300, Moraga, CA 94575-4300. For information, call (925) 631-4328.

VETERANS BENEFITS

Education Benefit Program applications for members of the armed services are available in the registrar's office on campus. Letters seeking advice or information concerning the College should be addressed to: Veterans, P.O. Box 4748, Saint Mary's College, Moraga, CA 94575-4748.

Saint Mary's College of California is approved for the training of veterans and their eligible dependents under the various public laws which come under the direction of the Department of Veterans Affairs.

Details and procedures are available from the Department of Veterans Affairs, Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888 or by calling toll-free 1 (800) 827-1000 or (888) 442-4551, or visit www.gibill.va.gov.

CALIFORNIA STATE BENEFITS FOR VETERANS AND ELIGIBLE DEPENDENTS

Applications and information may be obtained from the following office: California Department of Veterans Affairs, Division of Veterans Services, P.O. Box 942895, Sacramento, CA 95814-5840. Note that the benefits are limited to specific cases.



ACADEMIC OFFICERS AND SERVICES

ACADEMIC OFFICERS

PROVOST OF THE COLLEGE

The provost provides strategic and operational leadership, vision, and direction for the design and implementation of the College's academic programs, student services and enrollment services, and oversees the operations of Campus Ministry and the Athletics Department. The provost initiates plans and direction for the establishment and maintenance of a physical environment conducive to teaching, learning and living as well as providing academic and administrative leadership to the College's students, faculty and staff. The provost works collaboratively with the entire College community, including the Board of Trustees, the president, the faculty and the staff to advance the mission of the College.

VICE PROVOST OF ACADEMIC AFFAIRS

The vice provost of academic affairs manages and directs the activities of the deans of the undergraduate schools of the College, while providing strategic and operational leadership, vision and direction for the design and implementation of the College's traditional undergraduate programs. The vice provost coordinates program planning with student services, advising services, academic development, the dean of academic resources, the January Term director, the Collegiate Seminar program, and the Catholic Institute for Lasallian Social Action. This position reports to the provost of the College, serves on the Provost's Council, the President's Cabinet, and the Budget and Planning Committee, and works collaboratively with other senior leaders of the College.

DEANS OF THE SCHOOLS

The deans of the schools, in collaboration with the provost and vice provost, are responsible for the academic affairs of the schools, including the recommendation to the vice provost of appointment, promotion, and retention of their school faculty and administrative staff; matters relating to orientation and evaluation of faculty and staff; curriculum planning, academic policies, and programs; and all other aspects of the academic enterprise in their respective schools.

DEAN FOR ACADEMIC DEVELOPMENT

The dean for academic development is responsible, in collaboration with the vice provost of academic affairs, the deans of the schools, and the registrar, for review of undergraduate departmental offerings, tracking the Continuous Action Plan (the strategic plan for the academic programs of the College), major WASC recommendations, the five-year plans generated by program reviews in each academic area; strategic planning for new academic initiatives; and implementation of the Academic Honor Code as well as academic probation and disqualification policies. The dean handles the student evaluations of faculty and courses and student grievances on academic issues. The dean responds to College-wide requests for academic information or assistance.

DEAN FOR MISSION AND FACULTY DEVELOPMENT

The dean for mission and faculty development is responsible for promoting among faculty, students, staff, and others associated with Saint Mary's College an understanding of and commitment to the mission of the College through various activities such as sponsoring speakers, convening reading groups, hosting summer institutes, etc. The dean also coordinates with the Christian Brothers' District of San Francisco. Other duties include designing and implementing faculty development programs and activities that support effective teaching and scholarship, developing and coordinating new faculty orientation and support activities, promoting among faculty a culture of shared inquiry, social justice, and diversity for purposes of educational effectiveness, and overseeing various student and faculty funding sources.

DEAN FOR ACADEMIC RESOURCES AND DIRECTOR OF THE LIBRARY

The dean for academic resources is responsible for the development, programming, and administration of the information and learning resources of the Saint Albert Hall Library and the Hearst Art Gallery. The dean is responsible for the quality and evaluation of services, collections, facilities, and staff, allocation of these resources across academic disciplines and programs at all levels, and implementation of policy and procedure. The dean determines an appropriate balance among print, media, and digital academic resources to support the educational programs of the College through broad-based collaboration with faculty and administrative staff.

DEAN OF ACADEMIC ADVISING AND ACHIEVEMENT

The dean of academic advising and achievement is responsible for developing and implementing programs, policies, and procedures related to the academic development, persistence and success of undergraduate students. The dean has administrative responsibility for the Academic Advising Center, general academic advising services, the Tutorial and Academic Skills Center, The Career Development Center, the High Potential Program, Project Success class, and Student Disability Services.

ACADEMIC ADVISING AND ACHIEVEMENT

Academic Advising and Achievement is committed to providing undergraduates with the guidance necessary to help them find the correct balance of support, challenge, structure, and independence needed to realize their full potential. The various programs and services of Academic Advising and Achievement provide support for students as they plan their course of study toward the achievement of their educational, career, and life goals. Through a coordinated blending of various academic advising, career development, and other academic support programs and services, Academic Advising and Achievement provides students with opportunities to effectively integrate academic, personal, cultural, and emotional development into activities that incorporate self-assessment of academic and personal skills, interests, personal values, and abilities with an exploration or examination of academic and career opportunities. By diffusing academic and life skills development throughout the process, Academic Advising and Achievement empowers students to become more independent in developing and achieving their goals. In general, Academic Advising and Achievement's overall mission is to assist students in their academic growth, assist students in developing realistic and meaningful academic and career goals, and assist students to develop realistic strategies to achieve their goals.

ACADEMIC ADVISING

Most first-year students' first-semester Collegiate Seminar instructor is also the student's academic advisor for his/her first year at Saint Mary's College. The first-year faculty advisor strives to communicate the ideals of a liberal arts education, and balance that with helping each student navigate the complexity of issues and options encountered as they transition into the college environment. When students declare a major they are assigned a faculty advisor from the respective academic department or program. Specialized advisors are provided for health sciences, pre-med, and pre-law.

ACADEMIC ADVISING CENTER

The Academic Advising Center is committed to providing undergraduates with the support and guidance necessary to succeed academically. The center is primarily focused on helping students who are experiencing academic difficulty, and on providing guidance for students who are undecided about their academic major to help them make well-informed and meaningful decisions about their academic goals and strategies. The academic advising coordinators in the Academic Advising Center recognize, and are sensitive to, the diversity of differences and unique characteristics that each student brings. The advising coordinators strive to connect to students by providing advising and support interventions at important points throughout the academic year. The academic advising coordinators help students plan academic programs, suggest enrichment opportunities, monitor student progress, explain college policies, and help students navigate through procedures.

Academic Officers and Services

TUTORIAL AND ACADEMIC SKILLS CENTER

The Tutorial and Academic Skills Center (TASC) offers a variety of undergraduate support services and programs to students who are seeking to achieve greater academic success regardless of their level of academic performance. The center offers tutorial services for all currently enrolled undergraduate students. There are no added charges for these services. Tutoring is available in almost all courses taught at Saint Mary's, in individual and group settings depending on the subject and demand. Tutoring and workshops are also available for students who wish to complement their study efforts through enhanced academic skills development such as time management, note-taking, writing skills, study techniques, and reading comprehension.

CAREER DEVELOPMENT CENTER

The Career Development Center helps all students, including liberal arts majors, and alumni explore career options by offering personal career and graduate school counseling. Freshmen and sophomores who have not declared a major or students who wish to change majors should come to the center for guidance. Professional career counselors conduct workshops and a .25-credit course, which covers resume writing, interview skills, business etiquette and internships. The employee relations manager coordinates on-campus recruitment interviews.

On- and off-campus part-time job listings are provided for undergraduate and graduate students. All current job listings can be viewed online at smcnet.stmarys-ca.edu/studentjobs. An intensive internship program is available.

Career information nights, mock interviews, an annual Career and Internship Fair, and Dine with Alums are sponsored by the Career Center. Career and graduate school information, plus a library of employer, graduate school, pre-law, and international work-study related literature is also available. Career coaching by a full-time career management consultant is available to all alumni.

HIGH POTENTIAL PROGRAM

A select group of first-year students are admitted to the High Potential Program (HP) each fall. These students participate in an intensive three-week summer residential program and an academic enhancement seminar fall and spring semesters. Through collaborative programing with select faculty, the Academic Advising Center, TASC, and other resources of the College, the HP program provides students with structured academic guidance, personal support, and student development activities that provide a solid foundation for academic and life achievement.

STUDENT DISABILITY SERVICES

Individualized assistance is provided for students with appropriately documented learning, health, psychological, or physical disabilities. Services are available to meet the need of qualified students with disabilities in accordance with section 504 of the Rehabilitation Act of 1973 and Title III of ADA.

ACADEMIC SUCCESS WORKSHOPS

Individual and group workshops offer opportunities for students who wish to complement their study efforts by exploring techniques and strategies in areas such as goal setting, time management, note-taking, test-taking, information processing, memory and reading comprehension.

EDUCATION 40/PROJECT SUCCESS

Project Success is an intervention program offered to students on first-time academic probation that assists in building and enhancing the academic skills needed to return to good academic standing as well as promoting an understanding of the campus resources available to assist in all areas of their academic and community lives.

The ASC strives to be responsive to individual needs and offers a variety of other academic support services when requested or upon referral. Students are encouraged to take advantage of these and other programs that can maximize their opportunities for success.

CENTER FOR INTERNATIONAL PROGRAMS

The Center for International Programs, located on the first floor of De La Salle Hall, develops and supports international education programs on and off campus. Saint Mary's College views study abroad as a rewarding educational and cross-cultural experience. It furnishes qualified students the opportunity to participate meaningfully in another culture. Currently there are sponsored semester programs in Australia, England, France, Italy, Mexico, South Africa and Spain. Students may also obtain approval to participate independently in other programs around the world. Once approved, all students will receive academic credit for appropriate courses completed during the semester. Financial aid will also apply to all Saint Mary's sponsored programs, and students will maintain on-campus housing lottery privileges. For more information please contact us at (925) 631-4352 or studyabroad@stmarys-ca.edu.

The Center for International Programs also provides support services for students and faculty from other countries, namely immigration assistance, personal and academic advising, orientation, practical training, social and cultural activities, and referral to appropriate campus resources and services. The center is committed to enriching students' life experience, whether in the United States or abroad.

THE LIBRARY

Saint Albert Hall, named for the 13th century philosopher and theologian, Saint Albert the Great, houses the main library collection of more than 230,000 books, videotapes, and other materials, and provides access to over 15,000 current periodicals.

The library is a center for learning. It has 280 seats for reading and study at carrels and tables and is open 94 hours per week during school terms to provide a convenient locus for study and research. The library reference desk is staffed 61.5 hours per week by one of 11 professional librarians. Albert, the online public access catalog, provides access to more than half of the books in the library, plus periodical titles and videos, digital resources and sound recordings. A rich variety of electronic information resources are available through the library's website—<http://library.stmarys-ca.edu>—via the campus network, and from home or office to students, faculty, and staff over the Internet. In addition, the library participates in a resource-sharing network that provides students and faculty access to more than five million book titles owned by other California academic libraries. The library subscribes to two major bibliographic services: the Research Libraries Information Network (RLIN), which enables library staff to catalog materials and locate books for interlibrary lending; and to the Online Computer Library Center's network of libraries throughout the United States and Canada for the purpose of locating and borrowing materials.

Library services include a four-week borrowing period (with renewals); a reserves collection for high-use materials and faculty-required reading outside of class, interlibrary borrowing, and document delivery services; information and research assistance; Internet and research instruction sessions for classes, groups, and individuals; self-serve photocopiers; convenient display of current periodicals for browsing and reading; a small "best sellers" collection for student recreational reading; and informative exhibits and displays. The extensive research libraries of the nearby University of California at Berkeley are also available to Saint Mary's students and faculty for on-site use at no charge.

The library, incorporating the college archives, also has several special collections including the Albert T. Shine, Jr. Collection on California and Western Americana and a collection focusing on the life, work, and influence of Cardinal Newman, including the Oxford Movement (1833-1845), the First Vatican Council (1869-1870), and the Kulturkampf (1871-1890) which involved church-state conflict in Germany, Austria, and Switzerland. Also located in Saint Albert Hall is the Library for Lasallian Studies, a collection by and about Saint John Baptist de La Salle, the founder of the Christian Brothers teaching order and the 17th century French religious and political environment in which the order was created.

COMPUTER AND TECHNOLOGY SERVICES (CATS)

CHIEF TECHNOLOGY OFFICER

The chief technology officer (CTO) coordinates and manages the College's Office of Computer and Technology Services, which includes administrative computing, desktop computing, computer networking and network infrastructure, instructional technology and digital library support, web services and Internet connection, media equipment and services, and telephone services. The CTO is responsible for technology planning and budgeting, in accordance with the College's mission and strategic plans, and purchasing technology equipment. With the guidance of the Technology Advisory Committee and the Regents' Technology Committee, the CTO is responsible for development and implementation of technology policies and procedures, as well as assessment of the effectiveness of technology services.

Saint Mary's College has developed a wide variety of computer-based resources to support campus communication, information dissemination, services, and the curricular and research activities of faculty and students. These resources are installed, developed and maintained by CaTS.

The Saint Mary's computer network is built upon the foundation of a high-speed fiber-optic network infrastructure that extends throughout the campus. This network links together faculty and staff offices, student computer laboratories, electronically enhanced classrooms, residence halls, and the library, and is also accessible to students, faculty and staff when off-campus via dial-up.

A variety of computer and network resources are available to all members of the Saint Mary's community. Computer classrooms and laboratories in Garaventa Hall, Brousseau Hall, Galileo Hall, the School of Education, and several remote campus sites are outfitted with a variety of software programs to aid in instruction. Online course work and information can also be shared by faculty and students via the campus network and the Internet. ResNet, the residential computer network, is available to all students living in the residence halls for connection to their personal computers. Drop-in student computer labs are located in the Saint Albert Hall library, in designated computer classrooms in Garaventa Hall. Help Desk services are accessible by phone or walk-in, and laptop computers are available for students to borrow and use outside of the lab facilities. CaTS also provides full e-mail services and high-speed access to the World Wide Web from the College network and ResNet. Class registration, course availability, unofficial transcripts, grades, and other up-to-date information are available to students online through GaelXpress. CaTS Web Services also publish SMCnet, the College intranet site, www.stmarys-ca.edu, the official Saint Mary's College website, and provide support for the web publishing and web services needs of the College community.

MEDIA SERVICES

Media Services is a department of the Client Services Group (the primary customer contact organization of CaTS). It provides and maintains media equipment in support of instructional, student, and business activities of the College, as well as Events and Conferences. This department also provides some support for the development and promotion of instructional media by students, faculty, and staff.

The Media Services Center, located on the second floor of the library building, makes multimedia development systems available to the College community and offers training and assistance to faculty and students in the areas of digital video editing, computer image scanning and manipulation, and transfer of materials from analog to digital format, and event management services for all venues across campus.

Media Services staff manages all requests involving scheduling and delivery of media equipment to all venues on the campus. The professional staff plans, supports, and maintains instructional media systems installed in classrooms and labs; they also provide training for all members of the campus community in the use of the college's media equipment.

For further information, see http://media_cats_.stmarys-ca.edu.

Academic Officers and Services

ART GALLERY

The Hearst Art Gallery, the art museum of Saint Mary's College, has a reputation for innovative, diverse exhibitions and educational programs. It was established in 1934 by Brother F. Cornelius Braeg, FSC, who chaired the art department for many years. With the aid of a grant from the Hearst Foundation, the current site, housing the permanent art collection, staff offices, two galleries for changing exhibitions, and the William Keith Room, opened in 1977.

Highlighting the College's permanent collection of more than 3,000 objects are 180 paintings by William Keith, California's finest late 19th-century landscape painter. The collection also includes contemporary art, prints, religious art and 300 ethnographic objects from Africa, Oceania, and Asia. Selections from the permanent collections are on view in the library and in offices throughout the campus. Gallery publications include catalogs of most exhibitions as well as a Keith collection dvd rich in late 19th century California history, with quotations by Keith's great friend, the renowned naturalist John Muir.

Changing exhibitions include retrospectives of major California artists, contemporary and historic landscapes, photography, sculpture, works on paper, religious imagery and ethnographic objects.

The Hearst Art Gallery is accredited by the American Association of Museums.

For further information, see <http://gallery.stmarys-ca.edu>.

LIVING LEARNING COMMUNITIES

Saint Mary's College offers students residential opportunities to extend their education beyond the classroom. There are several themed "living learning" communities in the residence halls, some for first-year students and others for sophomores, juniors, or seniors. See below.

HONORS LIVING LEARNING COMMUNITY

For incoming, first-year students who are designated Presidential Scholars or Honors at Entrance, a special living learning community exists in Assumption Hall. Honors students seeking a residence community with peers who take their academic pursuits seriously and commit to an atmosphere where there is quiet time for studying at night find this option attractive. In addition to the opportunity of living in an intellectually stimulating environment, students in the Honors Living Learning Community are supported in their academic endeavors by the presence of older students skilled in the sciences and the humanities who are available as mentors and tutors. In conjunction with the Science Living Learning Community in the same building, students have access to range of enrichment activities such as going to the San Francisco Symphony, Bay Area museums, or other cultural activities, in addition to the usual barbecues and other social activities of dorm life. Honors sections of an experimental .25 course, EDUC 70, are available to help students explore their personal and educational goals and the challenges of a liberal arts education. The Honors Living Learning Community is sponsored by the Office of Academic Affairs in partnership with the Office of Residence Life. For further information contact Dean Frank Murray in the Office of Academic Affairs (925) 631-4406, or fmurray@stmarys-ca.edu.

SCIENCE LIVING LEARNING COMMUNITY

For incoming, first-year students who have expressed an interest in pursuing a science major at Saint Mary's, a special living learning community exists in Assumption Hall, just across the street from the Brother Alfred Brousseau Science Building. Science-focused students seeking a residence community with peers who are taking Calculus, Chemistry, or other foundational courses in preparation for majoring in a science and who are committed to an atmosphere where there is quiet time for studying at night find this option attractive. In addition to the opportunity of living in an intellectually stimulating environment, students in the Science Living Learning Community are supported in their academic endeavors by the presence of older students skilled in the sciences and the humanities who are available as mentors and tutors. In conjunction with the Honors Living Learning Community in the same building, students have access to a range of enrichment activities such as going to the San Francisco Symphony, Bay Area museums, or other cultural activities, in addition to the usual barbecues and other social activities of dorm life. Sections of an experimental .25 course, EDUC 70, are available to help students explore their personal and educational goals and the challenges of a liberal arts education. The Science Living Learning Community is sponsored by the School of Science in partnership with the Office of Residence Life. For further information contact Professor Chris Jones in the Math Department (925) 631-8047, or cjones@stmarys-ca.edu.

LASALLIAN LIVING LEARNING COMMUNITY

The Lasallian Living Learning Community at Saint Mary's College is a residential experience rooted in the themes of faith, service, and community for sophomores and juniors. Students seeking intentional and deeper ways of living the themes of this community in their own life are drawn to this program. In addition to living together in Becket Hall, participants in Lasallian Community engage in regular service opportunities through participation in service teams, support one another during bi-weekly community nights, and participate in weekly discussion about themes related to the community by enrolling in or auditing a .25 course in the Department of Theology and Religious Studies each semester: Listening to Life: Living Lasallian I (TRS 017) and II (TRS 018). Lasallian Community is sponsored by the Office of Mission in partnership with the Office of Residence Life, Campus Ministry, and the Catholic Institute for Lasallian Social Action (CILSA). For more information, contact Brother Michael E. Sanderl, FSC, in the Office of Mission, at (925) 631-8154 or msanderl@stmarys-ca.edu

SANTIAGO THEME COMMUNITY

The Santiago Theme Community at Saint Mary's College is a residential community rooted in the themes of faith, service, and community for seniors and juniors. Upper-division students seeking mature and intentional ways to live the themes of this community are drawn to this program. Some students participate in Santiago Community after their experience of Lasallian Community. In addition to living together in Ageno Hall East, participants in Santiago Community engage in an off-campus overnight retreat to set goals for themselves and the community, receive support for individual commitments to faith, service, and community year, and engage in shared experiences of faith, service, and community. Santiago Community is sponsored by the Office of Mission and in partnership with the Office of Residence Life, Campus Ministry, and the Catholic Institute for Lasallian Social Action (CILSA). For more information, contact Brother Michael E. Sanderl, FSC, in the Office of Mission, at (925) 631-8154 or msanderl@stmarys-ca.edu

STUDENT LIFE



The vice provost leads the student life area in building, sustaining and enhancing a community focused on student learning by providing services and support for students outside the classroom. Student Life areas include: Counseling Center, Delphine Intercultural Center, Health and Wellness Center, Mission, New Student & Family Programs, Public Safety, Residence and Community Life, Student Involvement and Leadership and Women's Resource Center. In addition, Student Life administrators and staff work together and in association with other campus departments to form key relationships for the benefit of our students.

Student Life is guided by the following Lasallian core principles:

- Faith in the presence of God: Belief in the living presence of God in our world. Prayer and regular reminders of God's presence is a prevailing spirit of the College. All are taught to discover how God is active in one's life and to learn to see the world with "eyes of faith."
- Concern for the poor and social justice: A demonstrated sensitivity toward the poor and those suffering from injustices. The community is encouraged to get involved in assisting the marginalized.
- Quality education: Prepares students not only for a job, but for life. This education advances the students' abilities to use their talents to critically examine the world and contemporary culture in light of the message of the gospels, and to take greater responsibility for their own education.
- Respect for all persons: A concerted effort by the entire community to respect the dignity of all persons.
- Inclusive community: A united community where diversity is respected, no one is left out, and everyone finds a place. Individuals within the College community recognize and accept one another's limitations.

Student Life

COUNSELING CENTER

The Counseling Center is the primary provider of counseling and psychological services to the undergraduate campus community. Students may receive individual, couple or group counseling by a professional psychologist or counselor in an atmosphere of privacy and confidentiality. Counseling is provided in an open, non-judgmental and culturally sensitive environment. The professional staff helps students with personal concerns, such as adjustment to college, relationships, stress, anxiety, depression, body image, self-esteem, grief and loss, sexuality, sexual orientation and issues related to alcohol and drug use. Additionally, the Counseling Center offers lectures, presentations and workshops on a variety of topics. Students may be seen during walk-in hours, drop-in or by appointment. Referrals are made to community professionals for longer-term treatment.

DELPHINE INTERCULTURAL CENTER

The Delphine Intercultural Center is a learning environment that promotes and celebrates diversity by creating an inclusive community through co-curricular programs, outreach, support services and resources. These efforts are directed at building community by educating students, staff and faculty about diversity on and off the College campus.

HEALTH AND WELLNESS CENTER

The Health and Wellness Center provides basic medical care to undergraduate students and serves as a resource for information about illness prevention and healthy lifestyles. The Center is staffed by physicians, mid-level clinicians, registered nurses and a health educator. Most services, medications and supplies are provided free-of-charge. Health education and health promotion are important components of the Center's programming. The student Peer Educators Network actively promotes positive lifestyles and responsibility for one's health and well-being.

LASALLIAN MISSION

The Office of Mission, in collaboration with departments and offices of the campus community, sponsors numerous student programs and events at Saint Mary's College. These programs and events are rooted in the life of Saint John Baptist de La Salle, the charism of the Christian Brothers, and the five Lasallian core principles: faith in the presence of God, respect for all persons, inclusive community, quality education, and concern for the poor and social justice. Under the direction of the Office of Mission, these programs give expression to the College's Catholic, Lasallian, and liberal arts traditions, with special focus on the Lasallian mission, heritage, and spirituality. The Office of Mission serves as a resource to the entire campus community in the expression of our Lasallian mission throughout the College. Central to the programs of the Office of Mission is the development of student leadership to provide ownership, initiative and participation by all students with our Lasallian mission.

NEW STUDENT & FAMILY PROGRAMS

The Office of New Student & Family Programs is dedicated to providing a seamless transition into the campus community for new students and their families through programs, outreach and publications. Summer Orientation, Weekend of Welcome and the First-Year Experience program provide new students opportunities to effectively integrate academic, personal, social, cultural and spiritual development into their educational goals and practices. The Parent and Family Association, and events including Family Weekend and Lil' Siblings Day promote involvement and partnership with the College's faculty, staff, students and fellow Gael families.

PUBLIC SAFETY

Public Safety is responsible for safety and security programs, crime prevention, parking control, and escort services on campus property. Public Safety officers patrol the campus; respond to reports of crimes, fire alarms, medical emergencies and requests for assistance; and enforce campus traffic and parking regulations. While the Moraga Police Department is the official governmental law enforcement agency for our campus, the Department of Public Safety, as a non-sworn security organization, provides the day-to-day, 24-hour security and safety presence on campus. The College requests that all crimes be reported to the Department of Public Safety. While the Department of Public Safety contacts the Moraga Police Department for further investigation and follow-up on criminal matters as appropriate, all victims of crimes retain the right to contact the Moraga Police Department directly for any criminal matter.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report, to the campus community, prospective students, employees and public. Each security report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus) reported to campus security authorities. Each security report also provides campus policies and practices concerning security – how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, College resources, and other matters. The security report is publicly available electronically or hard copy in the following ways:

Electronically: <http://www.stmarys-ca.edu/about/safety/02report.pdf>; in person: Department of Public Safety, Administrative Office, and Brother Jerome West Hall; or by mail or telephone request: Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111 (925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders, information may be obtained in person from the Sheriff's office located at 500 Court Street, Martinez, Monday-Friday, 9 a.m. to 4 p.m. or through the California Department of Justice website which lists designated registered sex offenders in California at <http://www.meganslaw.gov>.

RESIDENCE LIFE

The Office of Residence Life (ORL) is called to serve, inspire and minister to our students, and to provide safe and comfortable living/learning environments. Residence Life fosters and supports an involved community and seeks to empower the students to grow as responsible and respectful individuals. Residents are challenged to advance intellectually, to develop spiritually and to serve others while becoming active members of the diverse College community. Serving the approximately 1,600 residents living in 22 on-campus residence halls are the resident directors (Christian Brothers and faculty or staff members of the College), undergraduate resident advisors and ORL staff.

COMMUNITY LIFE

The associate director of Community Life administers the student discipline process in matters concerning alleged violations of the Student Code of Conduct or other College policies. The discipline process is an extension of the educational mission of the College and is intended to educate students about appropriate behavior and the potential consequences of their actions and choices. It promotes learning, personal responsibility, self-discipline, respect for others and self, and supports the educational values of our community.

STUDENT INVOLVEMENT AND LEADERSHIP (SIL)

Student Involvement and Leadership provides opportunities for academic, intellectual, personal, social and leadership growth through the coordination and implementation of co-curricular programs. SIL advises and mentors the Associated Students of Saint Mary's College of California (ASSMC), media and student organizations and manages the Cassin Student Union. SIL assists students in developing their leadership skill through various roles and opportunities on campus. Leadership programs include an annual workshop series, a retreat series, a summer institute, and an end-of-year leadership celebration.

THE ASSOCIATED STUDENTS OF SAINT MARY'S COLLEGE (ASSMC)

The ASSMC is the official student government, representing the traditional undergraduate student body of Saint Mary's College. As a cooperative campus organization based on mutual confidence among students, faculty, and administration, the ASSMC constitution, bylaws and fiscal allocations are subject to review and approval by Student Involvement and Leadership. The administrative structure of ASSMC includes the elected Executive Council (President, Vice President for Administration, Vice President for Finance, and Vice President for Student Affairs) and an elected Student Senate comprised of Class Presidents, Vice Presidents and Senators.

STUDENT ORGANIZATIONS

The diversity of Saint Mary's clubs and organizations reflects the interests and commitments of our student population. Currently, there are more than 40 registered organizations with members who are actively pursuing their academic, social, cultural, athletic, professional, service and unique special interests through student organizations and clubs. For a current listing of registered clubs and organizations on campus, contact Student Involvement and Leadership office or visit their website.

WOMEN'S RESOURCE CENTER

The Women's Resource Center is dedicated to creating a campus environment that empowers women to envision and engage in a life that maximizes their academic, personal, and spiritual growth. The Women's Resource Center uses a collaborative model and provides five main modules of service including: education, outreach, support, empowerment and referrals. It seeks to enhance the Saint Mary's learning experience by fostering a supportive, inclusive environment for women and men of all backgrounds, ages and belief systems, while promoting and practicing acceptance and collaboration. It strives to give students the knowledge and tools to recognize and challenge sexism, heterosexism, racism, ethnocentrism, classism, socialized gender roles and other forms of oppression and 'isms' that affect women and men negatively. Although Saint Mary's College is a safe campus, it is a part of the larger society, where issues like sexual assault and dating violence are still present. In response, the WRC is committed to proactively educating and providing resources and referrals to students affected by these issues. The Women's Resource Center is committed to including men in the movement to end violence against women.

STUDENT LIFE STAFF

Jane Camarillo, Ph.D.

Vice Provost for Student Life

Scott A. Kier, M.S., M.B.A.

*Associate Dean of Student Life
Residence and Community Life*

Ete Martinez Anderson, M.Ed.

*Assistant Dean of Student Life
Student Involvement and Leadership*

Brother Michael Sanderl, FSC, Ed.D.

Assistant Dean for Mission

William Foley

Director of Public Safety

Laura Layton, M.S., M.A.

Director of New Student & Family Programs

Lisa McRipley, M.S., Ph.D. candidate

Director of Delphine Intercultural Center

Sue Peters, R.N.

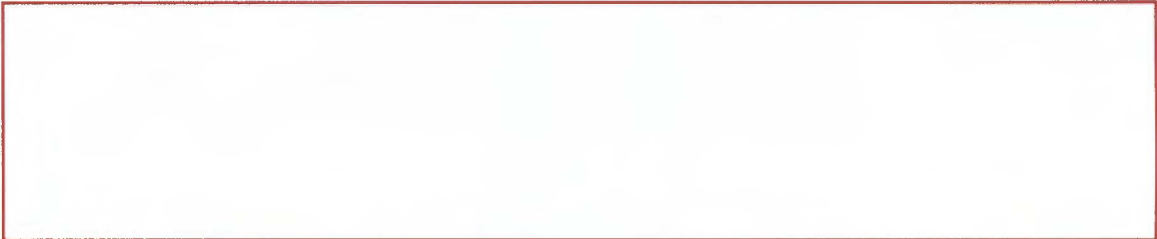
Interim Director of Student Health and Wellness Center

Sheri Richards, M.S.

Director of Counseling Center

Sharon Sobotta, M.A.

Director of Women's Resource Center



CAMPUS MINISTRY

Campus Ministry facilitates the spiritual growth of all faith traditions in the Saint Mary's College community, and invites students of every religious persuasion to participate in prayer services, daily Catholic masses, community service activities, Campus Pastoral team, retreats and social outings. The Campus Ministry staff is made up of professional ministers (priests, religious, lay women and men) who fulfill the commission of the Catholic Church to proclaim the gospel in word and action. As Lasallian partners, campus ministers have a special commitment to the education for the poor and works that promote justice. Campus Ministry is a safe place to ask questions about various faith traditions and to build a community of support for the challenging journeys to which God calls us. Located at the entrance to the Chapel Arcade.

Mass Schedule (during the school year)
Monday–Thursday 5:15 p.m. Fridays 7:15 a.m. Sundays 11 a.m. and 8 p.m. (all during the academic year). There is also a Mass in Spanish on a monthly basis, and the St. Giles Episcopal Community celebrates Eucharist every Sunday at 9 a.m. in the Chapel.

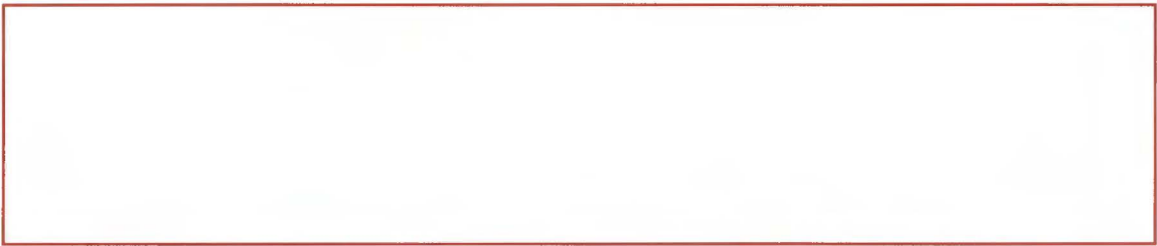
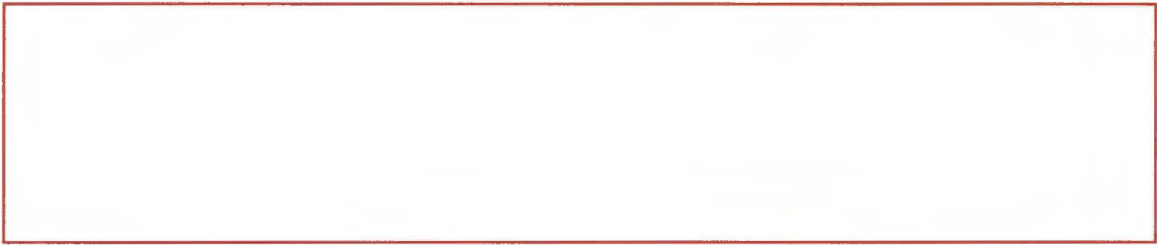
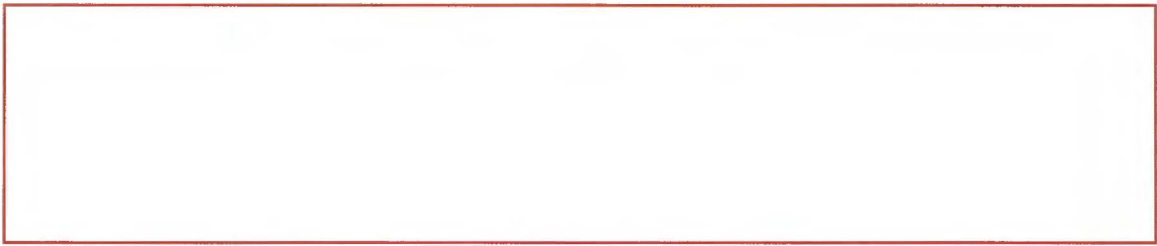
CATHOLIC INSTITUTE FOR LASALLIAN SOCIAL ACTION (CILSA)

The Catholic Institute for Lasallian Social Action (CILSA) promotes, organizes, and supports service on behalf of social justice by members of the Saint Mary's community. Over the past year, more than 1,000 students contributed approximately 48,700 hours of service in the local community, at the state level and internationally. Projects included one-time and ongoing volunteer experiences, course-based social action, and longterm placements such as AmeriCorps, Peace Corps, and Lasallian Volunteers.

For more information on social action opportunities, stop by the CILSA first floor Ferroggiaro office, or call (925)634-4975 to schedule an appointment. CILSA staff will assist you in finding a service opportunity that matches your interests.

EVENTS AND CONFERENCES

Events and Conferences serves the campus community by providing a variety of environments for curricular and co-curricular learning, recreation, and cultural events. Students, faculty, and related College departments may arrange for the use of campus facilities through this office for event programming needs. The department also updates and maintains the master calendar for the College.



CALENDAR

Saint Mary's follows a 4-1-4 calendar. This includes a fall term of about 15 weeks, during which students normally take four courses, ending before Christmas vacation, a January Term of one month during which students take only one course, and a spring term, again of 15 weeks, during which students normally take four courses.

Courses for the fall and spring terms are described in this catalog. Courses for the January Term vary from year to year and are described in a special catalog available in the fall term. Besides providing an opportunity for students to focus all their energy on a single subject during one month, the January Term provides the opportunity for various experimental courses, off-campus field study, travel courses in foreign countries, exchange with other 4-1-4 colleges, and special independent study projects.

One January Term course is required for each year of full-time attendance.

Students in the part-time enrollment program are encouraged to take January Term courses. Any part-time student who wishes to be excused from this requirement must petition the dean of the School of Liberal Arts to do so.

COURSES

Following the general custom of 4-1-4 colleges, Saint Mary's College awards undergraduate degree credit in terms of "course credits" or more simply, "courses" (as opposed to semester or quarter units). Since 36 course credits are required for the bachelor's degree, the regular full-time student will enroll in nine courses per year, four each in the fall and spring terms and one in the January Term. Regular courses in the fall and spring terms are designed to require approximately one-fourth of the academic work expected of a full-time student during the term; January Term courses are designed to require all of the academic work of a full-time student during the term. Courses listed under departments are worth one full course credit (1.00) unless specifically indicated otherwise; multi-part courses (e.g., Communication 132-133) are worth one full course credit for each part. Fractional course credits are specified as .50 after the course number if they are one-half course credit, or .25 if they are one-quarter course credit. Each 1.0 course credit is equivalent to 3.5 semester units. January Term courses are equivalent to 4.0 semester units. Fractional courses are credited as follows: .25 equal 1.0 semester units and .50 equal 2.0 semester units.

Academic Requirements

REQUIREMENTS FOR BACHELOR OF ARTS AND BACHELOR OF SCIENCE

In order to qualify for the bachelor's degree, a student must satisfactorily complete 36 course credits, 17 of which must be upper-division level. A minimum of nine courses must be completed at Saint Mary's College. Fractional course credit courses (e.g., .25, .50, etc.), may not cumulatively account for more than three course credits toward the degree. No student may apply more than three courses in independent studies toward graduation requirements without the permission of the registrar. This regulation does not apply to independent study courses taken during the January Terms.

UPPER DIVISION AND LOWER DIVISION

Freshmen are expected to concentrate on lower-division courses but may sometimes be admitted to upper-division courses if they have the appropriate preparation. Sophomores normally concentrate on lower division courses but may begin to take upper-division courses in their major field, especially in the second semester of their sophomore year. Juniors and seniors normally concentrate on upper-division courses in their major field and frequently include lower-division courses as electives in their program of study.

Lower-division courses, numbered 1–99, are frequently introductory or survey courses. Upper-division courses, numbered 100–199, are characterized by at least two of the following:

- they have college-level prerequisites;
- they focus on a particular topic or require an in-depth study of a subject rather than a survey or introduction, and require that the necessary introductory study has been completed;
- they demand a readiness and maturity characteristic of students with successful prior college experience, with skills in reading, writing and discussion of demonstrable rigor and complexity;
- they include course objectives which entail high levels of cognitive, affective or psychomotor achievement.

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES

The associate degree is considered a terminal degree from Saint Mary's College and is granted only if needed for professional licensure or institutional transfer. The College will grant the associate of arts degree, on request, to students who meet the following requirements: a total of 18 courses, at least five of which must be at Saint Mary's, including two Collegiate Seminars and one course in religious studies; six courses in one of the following fields: science, social science, language, literature, or humanities; eight courses outside of the field of concentration; an overall C average. The requirements for an A.S. in Pre-Nursing are different. See p. 131 for specifics.

STUDENT CLASSIFICATION

Full-time students at Saint Mary's normally take nine courses each academic year, one of which must be a January Term course.

Full-time students carry 3.00 to 4.25 course credits in the fall and spring terms and one course credit during the January Term. Full-time enrollment may range from 7.00 to 9.50 course credits per year. Full tuition covers from 7 to 9.50 course credits per year.

The availability of full and fractional course credit allows the student a wide variety of enrollment combinations in completing his/her full-time schedule. For example, instead of four regular course credit classes, a full-time student might enroll in three regular classes, in one half-course-credit class, and in two quarter-course-credit classes, while still completing the same amount of degree credit. (Fractional credit may not cumulatively account for more than 3.00 course credits toward the degree.)

Part-time students carry fewer than 3.00 course credits in the fall and spring terms and less than 1.00 course credit during the January Term.

Change in status: A student who drops below 3.00 course credits by the end of the second week of the term will be reclassified as a part-time student for that term without incurring any financial or academic penalties.

Matriculated students are those who meet all entrance requirements, declare their intention of working for a degree, and follow the prescribed curriculum. Generally, full-time and part-time students are classified as being matriculated students.

Special students are normally part-time students enrolled in regular coursework without the intention of pursuing a degree. Such students are not required to meet the normal admissions requirements.

CLASS DESIGNATIONS

Sophomores = 9 courses completed

Juniors = 18 courses completed

Seniors = 27 courses completed

AUDITORS

Matriculated part-time and full-time students with a B average may audit one course each term in addition to the regular class load, with permission of the instructor. However, not all courses nor all subject matter fields lend themselves equally to being audited. Students may audit only those courses which have adequate space and facilities to accommodate them. An auditor may not participate actively in course work or take finals and therefore does not receive credit. Students may have an audited course included on the permanent record with the mark Z for audit, by paying the \$80 fee. Students enrolled in the Open Enrollment Program (part-time enrollment) must pay an audit fee of \$200 per course.

PREREGISTRATION

REGISTRATION PROCESS

Late in every fall and spring term, returning students preregister for courses for the following term. With their advisor's approval, students register online. If departments impose size limits on certain classes, those classes are closed to further enrollment immediately upon reaching the specified maximum. New students admitted for the fall term are advised during the summer and preregistered at that time. Approved changes in student preregistration can be made until the registration computer deadline, approximately one week before drop/add period begins. Some courses appearing on the schedule may not be offered in that term because of low enrollments.

REGISTRATION

Prior to the beginning of every fall and spring term, each student settles accounts with the Business Office and receives appropriate registration materials by mail. Students who fail to complete registration are dropped from class lists unless they arrange with the Business Office for excused late registration. Registration after this date incurs a \$175 fee.

THE DROP-ADD PERIOD (COURSE ENROLLMENT CHANGES)

The drop-add period begins on the first day of class. Students wishing to drop or add courses do so by going to the appropriate classes and obtaining the instructors' signatures and then the signature of their academic advisor. Instructors may refuse to add students to courses which have already reached maximum size. Some academic departments may impose additional procedures for course changes within their departments. The drop-add period is the first week of the term. Students are financially and academically responsible for all courses in which they are enrolled at the end of this period.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course without academic penalty through the 10th week of instruction. The student files a petition in the Registrar's Office in which the instructor verifies the last date of attendance and the advisor acknowledges the withdrawal. The course remains on the student's record with a W grade. There is no refund of tuition or fees. If a student decides to repeat a course from which the student withdrew, the student must pay tuition for the course again.

INDEPENDENT STUDY COURSES

The College offers students three kinds of independent study courses: a 199 course (Honors Study) is ordinarily taken by an upper-division student with a 3.0 (B average) in the field of his/her major; a 197 course (Independent Study) is ordinarily taken by a student whose educational needs cannot be met by courses available in the regular curriculum; a 195 course (Internship) is ordinarily taken by an upper division student who wishes to complement his/her education with related work experience. The 195 Internship may be repeated at most once for credit, if content varies.

Enrollment in 195 or 197 courses requires good academic standing (2.0). Ordinarily, freshmen are not allowed to take independent study courses. January Term independent study courses are limited to upper-division students with a 2.5 or better overall grade point average. No student may apply more than three courses in independent studies toward graduation requirements without the permission of the registrar. This regulation does not apply to independent study courses taken during the January terms.

Undergraduate students may arrange with individual instructors to undertake independent study courses during the summer. As during any other term, an independent study petition must be completed and approved. Students should register for summer credit at the Registrar's Office by early June. At that time the approved petition must be filed and tuition arrangements settled with the Business Office. Work should be completed and grades reported to the Registrar by early August.

COURSES FROM OTHER COLLEGES

Some students may choose to enroll in coursework at other accredited local colleges while they are attending Saint Mary's during the regular academic year, or they may take summer work elsewhere. Prior to any such enrollment for transfer credit, students should secure the approval of the Registrar's Office to have that credit accepted toward the degree at Saint Mary's. At the end of each term at the transfer college, the student should immediately have official transcripts sent to the Registrar's Office at Saint Mary's so that the transfer credit can be recorded. All transfer credit accepted by Saint Mary's College is included on the student's Saint Mary's transcript and is computed into the student's total college grade point average.

Students must secure the written approval of an appropriate department chair for using upper-division courses taken at other colleges in fulfillment of their major requirements at Saint Mary's. Students must take the majority of their major courses at Saint Mary's College. Some departments have particular requirements and they are listed under the individual departments in this catalog. Only course grades of C- or above are acceptable toward meeting graduation requirements.

GRADUATION REQUIREMENTS

In order to graduate from this College, students must have both a cumulative grade point average of 2.0 (C average), computed on all courses taken or accepted for credit at Saint Mary's College, and a grade point average of 2.0 (C average) in courses required for their program or their major (or minor). The College reserves the right to withhold or rescind a degree.

IN RESIDENCE REQUIREMENT, SENIOR YEAR

The "in residence" requirement for the degree is ordinarily four academic years at Saint Mary's College or equivalent transfer credit from some other college or university. However, the "in residence" requirement for the senior year is seven regular courses. Students who transfer to this College in their senior year will be required to take a full load of nine courses, of which at least seven courses must be upper division, in order to receive the degree from Saint Mary's. At least two courses in the minor must be taken at Saint Mary's.

Academic Requirements

GRADUATION PROCEDURE

At the end of the junior year, each student must complete a petition of candidacy for graduation. These forms are available in the Registrar's Office and online. The Registrar's Office reviews all such petitions, checks the prospective graduate's record of completed coursework, and notifies students of remaining degree requirements. The Registrar's Office orders diplomas on the basis of filed candidacy petitions. Seniors who will not have completed all degree work by commencement may participate in commencement exercises provided they have no more than three courses or course credits remaining to complete. All seniors are assessed a graduation fee, whether or not they plan to participate in commencement exercises.

EXCHANGE COURSE PROGRAM

At present, Saint Mary's College participates in an exchange enrollment program with members of the Regional Association of East Bay Colleges and Universities. Among others in the association are UC Berkeley and California State University, East Bay, as well as Holy Names University and Mills College in Oakland. The program enables a full-time student enrolled at any one of the participant colleges to take up to one course per term at any of the institutions. The program is designed to broaden the range of classes available to students of these colleges and should normally be used only to take courses which are not offered at their home institutions.

Exchange enrollment is on a tuition free basis, with full tuition paid to the student's home school; however, special course fees (laboratory, studio, etc.) are payable directly by the student to the exchange institution. Information and exchange enrollment forms are available from the Registrar's Office.

During the January Term, Saint Mary's students may exchange-enroll at a variety of cooperating 4-1-4 colleges throughout the nation. Full information is available from the director of the January Term.

Students who are interested in participating in the ROTC at other Bay Area institutions should contact the registrar at Saint Mary's College for information.

STUDY ABROAD PROGRAM

In today's global economy, study abroad can be a defining element to every student's undergraduate degree. Many companies and organizations increasingly desire leaders with the ability to live successfully in a variety of countries and work with people of various cultural backgrounds. During a student's undergraduate study, they have the unique opportunity to explore the world through Saint Mary's College Study Abroad Programs. Saint Mary's offers opportunities to study for a semester in college-sponsored programs, currently located in Melbourne, Australia; London and Oxford, England; Avignon and Aix-en-Provence, France; Rome, Italy; Cuernavaca, Mexico; Madrid, Spain; and Cape Town, South Africa. These programs provide students an opportunity to study and live in another culture while maintaining a close affiliation with the home campus. Individual study options can include both Saint Mary's coursework and courses from the affiliated host institution. Participants in college-sponsored programs can apply for Saint Mary's-granted financial aid and are considered to be "in residence" even though they are overseas. Students are also able to participate in a non-Saint Mary's College program, and can apply their government financial aid, if accepted by the International Programs Coordinating Committee. These programs are coordinated by the Center for International Programs (CIP).

Students applying for all semester or year-length programs (whether sponsored by Saint Mary's or another institution) must submit a completed Application for Study Abroad to the CIP by the deadline of the semester before they intend to study abroad. Students applying to non-Saint Mary's sponsored programs must also make an independent application to the program they want to enroll in. Study abroad approval is necessary to receive direct academic credit from Saint Mary's, and the ability to retain certain kinds of financial aid and access to on-campus housing.

General requirements for semester/year-length programs are:

1. A 2.8 minimum grade point average (both in major and cumulative GPA), although some programs have their own specific GPA requirement.
2. Foreign language proficiency (Some programs call for a minimum of two semesters of college level study in the language of the host country. While abroad, students are encouraged to study the language of the host country if they do not have proficiency in the language).
3. Two letters of recommendation from faculty or staff
4. An essay outlining reasons for study abroad and how the proposed program of study will further the student's educational and personal goals.
5. Brief essay outlining reasons for study abroad and describing how the proposed program of study will further the student's educational goals.

The application to participate in a Saint Mary's Study Abroad program will be approved by the International Programs Coordinating Committee.

January Term travel courses, coordinated by the January Term office, to more than 15 countries, are open to all sophomores and above who are in good academic standing.

Saint Mary's College summer language and study programs are organized by individual professors, are coordinated by the CIP, and offer college credit and intensive language training. Currently, a summer program is offered in Italy; however, there are hundreds of non-Saint Mary's summer programs available.

Information and applications for Study Abroad Approval can be obtained from the Center for International Programs on the ground floor of DeLaSalle Hall. See Center for International Programs p. 24.

CREDIT BY EXAMINATION

In order to encourage superior students to develop the capacity to direct their own studies and to work independently, the College provides an opportunity to pass by examination up to nine regular courses, either by passing the College Level Examination Program examinations administered by the College Entrance Examination Board or by challenging Saint Mary's courses.

Saint Mary's will grant a maximum of 30 units (nine courses) of college credit to students passing CLEP examinations at the median level or above as compared to regular college students. Credit will be given only for the subject examinations which correspond to particular college courses and not for the general examinations.

Academic Requirements

A student who receives a maximum of nine course credits for passing the CLEP examinations is not eligible to challenge by examination any courses offered by Saint Mary's. However, students who receive less than nine course credits for passing the CLEP examinations may challenge by examination as many Saint Mary's courses as will equal a maximum of nine courses passed by any kind of examination, whether the CLEP examinations or Saint Mary's examinations.

A matriculated part-time or full-time student with a B average may take by examination courses listed in the current catalog in which he/she feels adequately prepared on account of private study, personal experience, on-the-job training, or work at a nonaccredited college. It is to be understood, of course, that not all courses—for example, laboratory courses, seminars, and seminar-type courses—can be suitably passed by examination.

In order to take a course by examination a student must make a formal application which is approved by the instructor of the course being challenged, the department chair of the department concerned, and the Registrar, and pay the scheduled fee of \$50.

A student will not be allowed to challenge a course by examination if he/she had been enrolled in it for all or part of a term or if he/she audited it during the previous term.

Courses passed by examination cannot be counted toward the fulfillment of residency requirements; however, they may be included in the total number of courses required for graduation.

Grading for a challenged course shall be the same as for a regular course; however, the student's transcript will indicate that the former course was "passed by examination."

GRADES

MIDTERM GRADES

During a one-week pre-announced period near the middle of the fall and spring terms, faculty who wish to do so administer midterm examinations, which are held at the usual class hours. The assignment of midterm grades is mandatory for all faculty. The only grades used at midterm are S (satisfactory progress), D and F (deficiency grades), where appropriate. The grades of Z (audit) and W (withdrawn from course) also appear as midterm grades. Midterm grades are available online for students.

FINAL GRADES AND GRADE CHANGES

Fall and spring terms conclude with a week of specially scheduled examinations. Faculty report final grades to the Registrar's Office. Final grades are available online for students. Grades are released directly only to the students themselves.

Saint Mary's College employs the following final grades: A, excellent; B, very good; C, satisfactory; D, barely passing; and F, failing. All final grades affect grade point average computation (on an A = 4 points scale), and P (passed), Z (audit), I (incomplete) and W (withdrew), which do not affect grade point average computation. Plus/minus grading is permitted. A plus or minus changes the point value of a grade by 0.3 grade point upward or downward respectively (e.g., B+ carries 3.3 points; B-, 2.7); there is no A+.

Final grades are considered permanent and not to be changed except in case of an error in computing, recording, and evaluating a student's work, subject to the approval of the registrar. When necessary, faculty may secure grade change petitions from the Registrar's Office. Students wishing to appeal a specific grade assigned by an instructor may do so under the Academic Grievance Procedure. Information on this procedure may be obtained from the Office of the Dean for Academic Development. Grade changes for prior terms may not occur more than one year from the initial posting of the grades.

SATISFACTORY/PASS/FAIL GRADING

Satisfactory/pass/fail (S/D/F) grading is offered as an option to the undergraduate student for certain elective courses. Courses required for a student's major, minor, and courses taken to satisfy the general education requirements (see Program of Study, p. 39) may not be taken on an S/D/F basis. In courses taken on this basis, the satisfactory grade (the equivalent of C- or higher on the regular grading scale) will not affect the student's grade point average. THE D AND F GRADES WILL AFFECT THE GPA IN THE USUAL MANNER. A student may not take more than three courses during his/her four years on the S/D/F basis; in any one term he/she may not take more than one such course. Petitions for S/D/F grading, which require the instructor's permission, are available from the Registrar's Office and must be filed by the end of the tenth week of instruction.

INCOMPLETE GRADE

Students must meet with the instructor in order to request an incomplete grade, on grounds of unavoidable circumstances. Requests must be approved by the course instructor, prior to the deadline for the submission of term grades, and the instructor must verify that the student had reasonable attendance throughout the withdrawal period (through the 10th week in instruction) and was passing the course when the circumstances prompting the petition arose. An instructor may originate an I (incomplete) grade only if the student is incapable of appearance on campus and has specifically requested an I (incomplete) grade from the instructor. The student must satisfactorily complete the course work and the instructor's change of grade (if any) must be submitted to the Registrar's Office prior to the end of the midterm examination period (the 7th week of instruction) during the next long term. An I (incomplete) grade not changed by the due date will be changed by the registrar to F (failure). An extension of the due date, not to exceed one long term, may be requested for extraordinary grounds. A student may not re-enroll in a course in which he/she has an uncompleted I (incomplete) grade.

REPEATING A COURSE

A course may be repeated at this College or at another college for credit. Only the most recently earned grade and grade points shall be used in computing the grade point averages; the course will not be counted a second time toward graduation. If a student repeats a course, the student must pay tuition for the course again.

Academic Requirements

TRANSCRIPTS

Transcripts of credit earned at Saint Mary's College (including exchange credit) should be requested at the Registrar's Office. Although transfer credit accepted toward the degree at Saint Mary's is shown on the transcript, it should not be regarded as a complete or official record of that credit. Exam scores (SAT I, ACT, GRE) and high school records are not included in the Saint Mary's transcript; they must be requested separately from the original school or test firm.

The transcript fee is \$5 per copy for regular service (3–5 business days), \$15 for next day service, and \$25 for same day service. Transcript requests must be submitted in writing, either in person or by mail, prepaid. A maximum of 3-5 working days is allowed for processing.

Students must submit requests for final transcripts of any work in progress at the end of the term. There is no "work in progress" transcript available.

ACADEMIC HONORS

THE DEAN'S LIST

Each term the names of those full-time students attaining a scholastic average of 3.50 or better for that term are inscribed on the Dean's List.

HONORS AT GRADUATION

Summa Cum Laude

A student must have earned a cumulative grade point average of 3.85 for all college work.

Magna Cum Laude

A student must have earned a cumulative grade point average of 3.70 for all college work.

Cum Laude

A student must have earned a cumulative grade point average of 3.50 for all college work.

To qualify for graduation with honors, transfer students must complete at least nine courses at Saint Mary's with a minimum cumulative grade point average of 3.50.

AWARDS AT GRADUATION

Eligibility for candidacy for all commencement awards (valedictorian, De La Salle, school or departmental awards, etc.) is determined by the cumulative and major grade point averages of all college work completed (both at Saint Mary's College and at other institutions through transfer credit) on March 1 of the year in which the student is scheduled to participate in the commencement exercises. The student must have filed a candidacy for graduation form with the Registrar's Office no later than March 1.

DE LA SALLE AWARD

An award named in honor of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools, awarded annually by the College, in memory of J. A. Graves of the class of 1872, to the student in the senior class holding the highest record for scholarship and general excellence. This is the highest honor award at Saint Mary's College.

OTHER GRADUATION AWARDS

James L. Hagerty Award (*School of Liberal Arts*)

Arthur S. Campbell Award (*School of Science*)

Brother U. Jerome Griffin Award (*School of Economics and Business Administration*)

Florence Nightingale Award (*Intercollegiate Nursing Program*)

Henry Rand Hatfield Award (*Department of Accounting*)

Brother Kyran Aviani Award (*Department of Art*)

Rigoberta Menchu Award (*Department of Anthropology*)

Carlos Freitas Award (*Department of Biology*)

Earl W. Smith Award (*Department of Business Administration*)

Joseph P. McKenna Award (*Department of Chemistry*)

St. Augustine Award (*Department of Classical Languages*)

Byron Bryant Award (*Department of Communication*)

Adam Smith Award (*Department of Economics*)

Brother Leo Meehan Award (*Department of English and Drama*)

John Muir Award (*Department of Environmental Sciences and Studies*)

Julie A. Pryde Award (*Health Sciences Program*)

Henry George Award (*Department of History*)

Thomas Aquinas Award (*Integral Program*)

Dag Hammarskjöld (*International Area Studies Program*)

Edward P. Madigan Award (*Department of Kinesiology*)

Alfred Fromm Award (*Liberal and Civic Studies Program*)

Brother Alfred Brousseau Award (*Department of Mathematics and Computer Science*)

Dante Award (*Department of Modern Languages*)

Louis LeFevre Award (*Department of Performing Arts*)

St. Albertus Magnus Award (*Department of Philosophy*)

Galileo Galilei Award (*Department of Physics and Astronomy*)

Thomas Jefferson Award (*Department of Politics*)

Frederick Whelan Award (*Department of Psychology*)

Jane Addams Award (*Department of Sociology*)

John XXIII Award (*Department of Theology and Religious Studies*)

Sor Juana Inés de la Cruz Award (*Women's Studies Program*)

George R. McKeon Scholar-Athlete Awards (*Athletics; awarded to one male and one female student, distinguished as both outstanding athletes and scholars.*)

George Robert Milliken Award (*for student service*)

EXPANDED STUDIES PROGRAM

The Expanded Studies Program rewards outstanding undergraduates with opportunities for added study at the College, tuition-free. Participants are encouraged to explore academic disciplines beyond their declared major field(s) of study, to enrich their major studies with additional or complementary courses, or to pursue a minor or additional major field in depth. While the program has the student's intellectual development primarily in view, the College benefits by a "multiplication" of ESP students' presence in the classroom.

Students eligible to participate have met the following requirements: (1) have a cumulative grade point average of at least 3.75 or have in the most recent three (3) consecutive semesters of full-time study at Saint Mary's College a semester GPA of at least 3.75 in each of those semesters; (2) be enrolled as full-time undergraduates at Saint Mary's College; (3) have reached at least first-term sophomore status (9 courses taken or accepted for credit at Saint Mary's College); (4) have declared a major field of study (primary major); students pursuing a double or split major will designate one area of concentration as their primary major.

For further information, consult the Registrar's Office or the Dean for Academic Development.

LEAVE OF ABSENCE

Any matriculated student not in probationary status may request a leave of absence from the College. The leave may be for a minimum of one fall or spring term, or up to a full academic year. The student must submit a request to go on a leave of absence to the Registrar's Office no later than one week into the term during which the leave takes effect. Students on leave will be kept informed of pertinent College activities and deadlines, especially registration information for the next term. Any enrollments at other post-secondary institutions should be reviewed for transferability and applicability of the credit. Re-admission is guaranteed assuming the student resumes enrollment at the College within the specified time. Students who do not return from leave within one academic year will be withdrawn from the College and required to apply for readmission.

WITHDRAWAL FROM THE COLLEGE AND READMISSION

Any non-graduating student who terminates his/her enrollment at Saint Mary's during or at the end of any term must complete a withdrawal form in the Registrar's Office; notice of clearance with several other College offices is to be secured on this form. Final transcripts can be released only after the completed form is on file. Students who do not attend classes for the term that follows the last term of enrollment will be administratively withdrawn from the College. All financial obligations to the College must still be met.

A student who has withdrawn from the College may request re-admission by communicating with the Registrar's Office (the Admissions Office processes only new student admissions). Re-admission for fall should be settled by early August, for January or spring, by early December. When requesting re-admission from the registrar, the student should present transcripts of all transfer work taken since leaving Saint Mary's.

ACADEMIC STANDING

Saint Mary's College recognizes two regular categories of academic standing: Satisfactory Academic Progress and Probationary Status.

SATISFACTORY ACADEMIC PROGRESS

A student who maintains a cumulative grade point average of at least 2.0 (C average) in all courses taken or accepted for credit at Saint Mary's College and, after the freshman year, a cumulative grade point average of at least 2.0 (C average) in all courses required or accepted for credit in his/her major field maintains satisfactory academic progress.

For the purpose of establishing satisfactory academic progress, only courses taken at Saint Mary's College will be considered during a transfer student's first two semesters in residence.

PROBATIONARY STATUS

A student who, at the end of fall or spring, fails to maintain satisfactory academic progress is considered to have probationary status. The Dean for Academic Development will notify students in probationary status and their academic advisors, in writing, that failure to achieve satisfactory academic progress no later than the close of the next long (i.e., fall or spring) term will subject students in probationary status to academic disqualification from further study at Saint Mary's College.

SUBJECT TO ACADEMIC DISQUALIFICATION

A student is subject to disqualification from further study at Saint Mary's if the student is already in probationary status and fails to resume satisfactory academic progress (cumulative GPA of 2.0) by the end of the long semester of probation.

A student who is not in probationary status may be subject to disqualification if:

- the student's cumulative GPA falls below 1.55 for all courses taken or accepted for credit; or
- the student has at least junior standing (see Class Designations, p. 32) and fails to maintain a GPA of at least 1.5 on all courses required or accepted for credit in his/her major field.

Students subject to disqualification will be notified promptly, in writing, by the Dean for Academic Development. Students are responsible for knowing their academic standing after grades are posted and for contacting the Office of Academic Affairs if they have any questions about their status. Failure to respond to either U.S. mail contact or e-mail contact may lead to a student's being disqualified automatically.

Any student subject to disqualification will be disqualified from further study at Saint Mary's College unless, within one week from the date of notification, he/she files an appeal against disqualification with the Academic Probation Review Board, and unless he/she is then granted Special Academic Probation by that Board.

SPECIAL ACADEMIC PROBATION

Special Academic Probation may be granted at the discretion of the Academic Probation Review Board, whose members are the Dean for Academic Development, the Dean of Academic Advising and Achievement, the Registrar, the Dean for Student Life, the Director of the Academic Support Center, and the Vice Provost for Enrollment. In addition to the information contained in the student's petition, the Board may seek the advice of the student's instructors, academic advisor, school dean and others, when appropriate. Special Academic Probation is granted pursuant to the following conditions:

- Filing of a timely appeal against disqualification for cause (e.g., existence of serious personal or health factors, or other special circumstances, which have substantially impaired the student's ability to successfully meet the demands of the College's academic programs);
- Demonstration in the appeal of the reasonable expectation that the student can achieve satisfactory academic progress by the close of the next long (i.e., fall or spring) term;
- Acceptance by the student of the conditions specified by the Academic Probation Review Board which will lead to the resumption of satisfactory academic progress by the close of the next long term.

Academic Requirements

Students who fail to meet the conditions of the Special Academic Probation by the end of the next long term will be immediately disqualified.

The Academic Probation Review Board exercises sole authority in cases of Special Academic Probation.

In extraordinary circumstances, a student may appeal a disqualification or other decision by the Review Board. This appeal must be made within 90 calendar days of notification of disqualification and will be considered only if there is strong and compelling evidence of incorrect procedure, error, or new, additional information. The Dean for Academic Development will determine whether such appeal will be heard by the Review Board.

A student disqualified from this College may apply to the Academic Probation Review Board for re-admission if he/she presents work from another college or university which is acceptable for transfer credit and which is sufficient to signify satisfactory academic progress and a grade point average (major and cumulative) of 2.0 or higher.

CLASS ATTENDANCE

Regular class attendance is an important obligation and an essential condition for successful academic progress. Excessive absence may seriously jeopardize the satisfactory completion of a course. Flagrant absence can be a cause for dismissal from the College. Instructors are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the instructor is the sole judge. It is not permissible to miss regularly scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

ATTENDANCE AT RELIGIOUS FUNCTIONS

Attendance at chapel is not required of any student at the College. Students, including those who are not members of the Roman Catholic Church, are invited to attend collegiate religious functions (e.g., Mass of the Holy Spirit, Founder's Day Mass, Baccalaureate Mass). Such functions are understood not to be merely sectarian exercises but ecumenical expressions of the values on which the College is founded.

ACADEMIC HONESTY

Saint Mary's College expects all members of its academic community to abide by ethical standards both in conduct and in exercise of responsibility towards other members of that community. Absolute honesty must be adhered to at all times if the integrity of scholarship is to be maintained. Conduct which violates the principle of academic honesty is subject to College disciplinary action. To help students, staff, and faculty understand more fully their responsibilities, and to support their commitment to principles of academic honesty, Saint Mary's College has instituted an Academic Honor Code.

Any work that a student undertakes as part of the progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, laboratory exercises, papers, reports, and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, students must clearly indicate the sources of information, ideas, opinions, and quotations that are not their own. Under the Academic Honor Code, a student takes responsibility for the correctness and authenticity of all work submitted by that student.

A basic requirement of academic integrity is consultation between students and instructors about ethical conduct. Instructors should explain the principles of academic honesty to their students whenever it is appropriate to do so, and students should consult with instructors when they are uncertain about the rules for an examination, proper attribution of written material, or any other aspect of the academic process. The practices of academic dishonesty are to be sharply distinguished from the free discussion and interchange of ideas among students and faculty—one of the most important benefits of academic life. The College wishes to encourage such discussions and interchanges in every possible way and to protect the quality and integrity of the work that its faculty and students perform and the reputation upon which the College depends.

Detailed regulations concerning the Academic Honor Code and the penalties for breach of academic honesty, which may include dismissal from the College, are published in full in the Student Handbook. Each student is held responsible for being acquainted with these regulations.

ADHERENCE TO REGULATIONS

The student will be held responsible for adherence to all regulations issued by the College administration and published in the 2007-2008 Catalog of Courses and the Student Handbook. Students are also urged to observe notices published in the student newspaper or posted on bulletin boards around campus.



CURRICULAR GOALS

The undergraduate students at Saint Mary’s College face the challenge of choosing a suitable sequence of courses —their personal curriculum—from the various sets of undergraduate courses offered by the College. The choices made can be deeply personal and have profound consequences for the life of each individual student. Every student can be confident that any course of study the College offers is guided by and consistent with the College mission statement.

The spirit of the liberal arts, especially in the practice of genuine inquiry, initiates students into the examined life and enables them to contribute meaningfully to community life. Each curriculum gives the student access to the results of inquiry, engages the student in particular methods of inquiry, and strengthens the student’s own powers of inquiry.

SUBSTANTIVE GOALS

The curriculum offers students the serious pursuit of knowledge of God, the natural world, self and others, life and love, political and moral order, goods and values, culture and cultures, art, history, and knowledge concerning knowledge itself. The graduate will have also explored and weighed the ethical and religious claims of Jewish and Christian scriptures, or the insights of Roman Catholic theology or church history, or contributions to human spirituality from diverse persons and peoples.

DISCIPLINARY GOALS

- The curriculum requires that students demonstrate:
- Growing mastery of a theoretical or a practitioner’s way of understanding the world.
 - Experience with a wide range of academic disciplines.
 - Increased sophistication in thinking from multiple disciplinary perspectives.

Program of Study

INSTRUMENTAL GOALS

The curriculum challenges students to demonstrate the ability to:

- Define concepts, distinguish ideas, reason inferentially, detect and critique fallacy, appreciate and evaluate analogy.
- Accurately understand diverse genres of spoken and written English, speak clearly and persuasively, and write effective, grammatical English prose;
- Engage in meaningful communication in a language other than English;
- Generate correct, rule-governed calculations, and follow sequential mathematical reasoning concerning quantity and pattern;
- Empathetically appreciate productions or the ways of life of diverse world cultures;
- Carry out relevant observations, identifications, categorizations and measurements to test or illustrate a theory accounting for select physical phenomena;
- Access, evaluate, and appropriately use sources of information;
- Employ relevant academic and professional technology for modeling and manipulating data, finding correlations and predicting outcomes;
- Recognize the influence of culture, language, and history on thought and ways of thinking.
- Cooperate in the collaborative learning of a truth-seeking and knowledge-making community.

In order to assure that these goals—and thus student needs—are met, the College carefully assesses new programs and courses and regularly reviews existing major departments and programs.

I. MAJOR PROGRAMS

The major program consists of two interlocking components: a general education requirement, and a major field of study.

GENERAL EDUCATION REQUIREMENT

The general education requirement, a broad introduction to a diversity of academic areas, consists of 12 courses from three specified groups: Religious Studies (two courses), Collegiate Seminar (four courses), and Area requirements (six courses). Additionally, all students participate in the January Term, a one-month course outside of their major discipline that provides opportunities for students and allows for an intensive pursuit of an area of interest. All students, at some point in their program, normally take two courses from the Department of Religious Studies. Freshmen must take one Collegiate Seminar in both the fall and spring terms. Transfer students ordinarily complete at least one Collegiate Seminar for each year of attendance, and must complete at least one course in Religious Studies. Students normally take one January Term for each year of study. The Area requirements seek to provide students with academic experience in the areas of the humanities, empirical science, and social science. On the principle that study of a foreign language provides an introduction to other ways of thinking and conceiving of the world and facilitates communication with people of other cultures, Saint Mary's has established a language proficiency requirement which provides that students must demonstrate a proficiency in a second language which is equivalent to that achieved by completion of three terms of college-level second language study. Recognizing also the need to enhance awareness of the increasing importance of the global community, Saint Mary's College has established a diversity requirement which stipulates the completion of one course devoted to the study of the history, traditions and/or culture of peoples of non-European origin.

1. Collegiate Seminar: Four courses.

All students must take the Collegiate Seminars in chronological order: one freshman Seminar in both fall and spring terms; one additional Seminar in sophomore year, fall or spring term; one additional Seminar in junior year, fall or spring term, regardless of ultimate graduation plans. For transfer students the Seminar requirement is determined at entrance and normally amounts to one Seminar for each year or partial year of attendance at Saint Mary's College. Transfer students are assigned to Seminar 130 and 131. International students whose native language is not English take the first Collegiate Seminar (130) in their sophomore year and then (sophomore or junior year) Seminar 131. Seminar courses 144 and 145, if taken beyond the Collegiate Seminar requirement, apply towards the Area A requirement.

2. Theology and Religious Studies: Students must complete two courses in Theology and Religious Studies. Please note that TRS 01 or its equivalent is a prerequisite to all upper division classes in Theology and Religious Studies. The College ordinarily waives one religious studies course for students who transfer with 16+ course credits. Students may apply Theology and Religious Studies courses beyond those required to their Area A (Humanities) requirement.

3. Area Requirements: Six courses. All students must take two courses in Area A and two courses in Area C. One course must be taken in Area B Mathematics, and one course in Area B Science. Most courses in the disciplines of A, B and C fulfill the Area requirement, including courses required for a minor field of study. Courses which do not fulfill an Area requirement are:

1. those taken to complete other general education requirements;
2. practice-oriented, studio, activity, or other specified department courses which are so indicated in this catalog;
3. any course in the major field of study. (However, courses required for the major which are in a related field may fulfill an Area requirement. Students whose major field of study is in Area B complete the Area B requirement by fulfilling the major requirements.) Students pursuing alternative plan majors should consult their advisor regarding the satisfaction of Area requirements with courses in the major plan of study. Area requirements for transfer students are determined for them at entrance and generally amount to no more than one course for each term of enrollment at Saint Mary's College.

Area A — Humanities (*two courses*) Art History and non-studio courses only; Communication; English; Languages (Classical and Modern); Performing Arts; Philosophy; Religious Studies; Women's Studies

Area B — Mathematics (*one course*) Mathematics; Computer Science

Area B — Science (*one lab course*) Biology; Chemistry; Environmental and Earth Sciences; Physics and Astronomy

Area C — Social Sciences (*two courses*) Anthropology and Sociology; Economics; History; Politics; Psychology; Women's Studies (by petition)

4. Written English Requirement: At least two courses. English 4, Composition, and English 5, Argument and Research, taken consecutively in the first year of attendance, constitute the English composition requirement. English 4 is prerequisite to English 5.

All students, both freshmen and transfer, unless otherwise notified, must take the Saint Mary's College Writing Placement Exam before enrolling in an English class. The results of the Writing Placement Exam will determine a student's placement in Composition.

Students may be exempted from English 4 by scoring 4 or above on the AP exam in Composition or Literature.

There is no exemption from English 5.

The English composition requirement for non-native speakers of English is SIS 4, Composition for Non-native Writers, and SIS 5, Argument and Research, taken consecutively in the first year of attendance. All non-native English-speaking students, both freshmen and transfer, regardless of visa status, must take the Saint Mary's College Writing Placement Exam. The results of the Writing Placement Exam will determine a student's placement in SIS. A score of 600 on the TOEFL exempts a student from SIS 4. There is no exemption for SIS 5.

5. American Culture and Civilization (SIS 15): Required for all international students who did not complete their entire secondary education in the United States. This requirement is to be satisfied during the first term of enrollment at the College. This course may be waived by the SIS Placement Committee for transfer students who enter with junior standing.

6. Language Proficiency Requirement: Students shall demonstrate proficiency in a second language in one of the following ways:

- a) by completing three years of the same language (modern or classical) in secondary school with a grade point average of 3.0 or higher.
- b) by scoring at least a 3 on the College Entrance Examination Board Advanced Placement (CEEB AP) exam in language.
- c) by achieving a TOEFL score of at least 527 (197) (for international students who are non-native speakers of English).
- d) by achieving an intermediate level score on the Foreign Language Placement exam.
- e) by successfully completing a third term modern or classical language course (course 3) or its equivalent at Saint Mary's College or another post-secondary institution.

Courses taken to satisfy the language requirement cannot be applied towards the Area A requirement. Courses taken in another language or beyond the language requirement, do satisfy Area A.

Students who have taken the CEEB AP exam in language and scored at least a 3 receive course credit as follows: a score of 3 gives credit for course 4; a score of 4 gives credit for courses 4 and 10; a score of 5 gives credit for courses 10 and 11.

At present, Saint Mary's College offers the following modern languages: French, German, Italian, Japanese, and Spanish; and the classical languages Greek and Latin. Students may also demonstrate proficiency in another language, including American Sign Language, by arrangement with the Department of Modern Languages.

All entering students who do not meet the requirement by one of the ways cited above should take the Foreign Language Placement exam prior to course scheduling.

7. Diversity Requirement: Students shall complete one course focused on the history, traditions, and/or culture(s) of a people or peoples of non-European origin. A course taken to fulfill this requirement may also satisfy an Area, major or minor, or general education requirement. In special circumstances where there is no other alternative available, a student may petition through the Registrar's office to have a January Term course satisfy the requirement. Approval of the petition is subject to the evaluation of the January Term director. A list of courses that routinely satisfy the requirement is available from the Registrar's Office and from the end of the curriculum section, on page 163. Additional courses in a given semester may have content appropriate to the requirement. Students may petition through the registrar to have such a course satisfy the requirement.

8. One January Term course for each year of full-time attendance: Students may only enroll in one full credit course and one .25 credit course during the January Term. (Students in the part-time enrollment program are encouraged to take January Term courses. Any part-time student who wishes to be excused from this requirement must petition the dean of the School of Liberal Arts to do so.)

9. 17 upper-division courses.

MAJOR FIELD OF STUDY

Defined as a group of coordinated courses ordinarily including at least two preparatory courses at the lower-division level and at least eight courses at the upper-division level. Certain majors may require additional background course work in related fields. The regular major groups available to students in the various curricula of the College are listed elsewhere in this Catalog. A student may declare or change majors on the appropriate petition form available in the Registrar's Office. A student being graduated with a double major will receive only one degree even if the majors are in two different schools.

Students choose a major field of study, an in-depth concentration in a specific academic area, and elective courses according to their interests. (Those who have not determined a program or major field of study at entry are encouraged to take introductory courses in various fields and to settle on a major field of study only as their interests develop a sharper focus. Ordinarily, students must declare their major field of study by the commencement of their junior year.)

MINOR FIELD OF STUDY

The College also offers the option of a minor field of study, defined as a combination of at least five courses from a discipline other than that of the major field, at least three of which must be upper division.

Program of Study

II. ALTERNATIVE MAJORS

SPLIT MAJORS

Combines work in two departments, must be approved by the chairs of the departments concerned and by the registrar. Such majors ordinarily comprise nine upper-division courses (six courses in one field and three in another), in addition to the lower-division prerequisites of both departments.

INTERDISCIPLINARY MAJOR

Includes the following: International Area Studies major, e.g., European Studies; Latin American Studies, Student-Directed Studies (see director of International Area Studies); American Studies (see chair, Department of History); Health Science major (see Health Science advisor, School of Science); Health and Human Performance major (see chair, Department of Kinesiology); Cross-Cultural Studies major (see dean, School of Liberal Arts).

INDIVIDUALIZED MAJOR

A student who believes that his/her academic needs and purposes would be better served by a distinctive program of studies may present an individualized major plan. Besides fulfilling requirements for a major, this plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates. Students wishing to pursue an individualized major must submit their proposal to the chair of the Educational Policies Board for approval. The chair may consult board members and appropriate department chairs before giving approval.

III. LIBERAL AND CIVIC STUDIES PROGRAM

See program description and requirements in this catalog under Liberal and Civic Studies Program, p. 114.

IV. INTEGRAL PROGRAM

See program description and requirements in this catalog under Integral Program, p. 105

V. 3+2 ENGINEERING PROGRAM

For the special requirements of the 3+2 Engineering Program see in this catalog, p. 88.

VI. PRE-PROFESSIONAL CURRICULA

Programs for pre-law students, and for students intending to enter the medical professions, are described under the heading Pre-professional Curricula (page 147). Students planning careers in business will find information under the heading School of Economics and Business Administration. For those planning careers in elementary or secondary school teaching, the College offers a variety of graduate credential programs described in a separate bulletin, as well as undergraduate work described under the School of Education. In addition, several departments offer subject matter preparation programs. These programs allow a student, who successfully completes them, to waive the subject matter competency test for a teaching credential.

VII. 2+2 PRE-NURSING PROGRAM

See course descriptions and requirements in this catalog under Nursing, p. 131.



Below is a brief summary of some of the College's policies that apply to students. The complete policies are included in handbooks and publications of the College.

NON-DISCRIMINATION POLICY

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, age, sex/gender, marital status, ancestry, sexual orientation, medical condition or physical or mental disability. The student Section 504 and ADA coordinator is Jeannine Chavez-Parfitt, director, Academic Support and Achievement Programs, (925) 631-4358, who on behalf of the College,

is responsible for evaluating and working with qualified students regarding requests for reasonable accommodations. All questions regarding the College's non-discrimination policy and compliance with it and the various laws, and any complaints regarding alleged violations of College policy, should be directed to Emily Elliott, director of Human Resources, who serves as the Equal Employment Opportunity Compliance Officer for the College and the College's employee ADA coordinator, (925) 631-4212.

A full statement of the College's Non-Discrimination, Retaliation and Amorous Relationship policies can be found in the Student, Staff and Faculty Handbooks.

College Policies

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Annually, Saint Mary's College informs students of their rights and obligations under the Family Education Rights and Privacy Act of 1974. This Act, with which the institution seeks to comply fully, was enacted to protect the privacy of educational records, including but not limited to disciplinary actions, to assure the right of students to inspect and review their educational records, to protect student privacy and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A policy statement, which explains in detail the procedures to be used by the College for compliance with the provisions of the act, is available in the Office of the Registrar and on the College's website.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination and, as such, is prohibited by law and by the policy of Saint Mary's College of California. The College will not tolerate such conduct. Student complaints will be promptly investigated and students determined to have violated the College's policy prohibiting such conduct will be subject to the imposition of discipline, which may include suspension, termination, expulsion, and/or other appropriate remedial steps. In addition, the College's Student Handbook includes a statement of the College's policy prohibiting sexual assault and misconduct.

Examples of sexual harassment:

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational advancement and benefits;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive, educational or living environment.

A full statement of the College policy and procedures concerning sexual harassment, can be found in the Faculty, Staff and Student Handbooks. Deans, directors and department heads are urged to inform students, staff and faculty of Saint Mary's College policy on sexual harassment and to inform students of procedures for bringing and responding to campus complaints. At any time, any student may contact the director of Human Resources, who has the general responsibility for the implementation of these policies, when a student complaint involves a College employee or vendors, or the associate dean for Student Life if a student complaint involves another student.

DISABLED STUDENT SERVICES

Services are available to qualified students with temporary or permanent disabilities including, but not limited to, mobility limitations, endurance difficulties, visual impairments, hearing impairments, learning disabilities, and any other documented physical, psychological, health or emotional impairment and other physical or mental conditions that qualify as a disability and which impedes the student's equal opportunity to participate with other students at Saint Mary's College of California. For further information, contact the student ADA and Section 504 coordinator for disabled student services, Jeannine Chavez-Parfitt at (925) 631-4358.